



# **Auxiliary Data (AUXDATA) Overview Guide**

**April 23, 2002**

## Record of Changes

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# 1. PREFACE

## 1.1 Purpose

This document has been developed to provide U.S. Coast Guard (USCG) Auxiliary users with instructions and information necessary to use the Auxiliary Data (AUXDATA) system. The goal of this document is to provide the Auxiliary with an Overview Guide for training new personnel and guidelines for using the new AUXDATA system.

## 1.2 Intended Audience

This overview guide was created for USCG Auxiliary personnel who use AUXDATA. The following is a list of groups for whom this document was created:

- Assistant Commandant of Operations (G-O)
- Office of Auxiliary (G-OCX)
- District/DIRAUX
- Division
- Flotilla.

## 1.3 Style Conventions

This document uses the following specific type styles to differentiate commands, directory names, and so forth, from the main text.

**ENTER** The command to press the **ENTER** key is set in bold and uppercase.

**F1** Function keys are set in bold and uppercase.

**CTRL-D** Key combinations, that is, keys that are pressed simultaneously to form a command, are hyphenated and set in bold and upper case text.

**ls<sub>Δ</sub>-lt** Commands are set in **12 point Courier** bold text and in upper, lower, or mixed case as required by the system.

# Sensitive data within a field is represented by a pound sign.

<sub>Δ</sub> Spaces, or blank characters, in commands are represented by a subscript triangle.

*variable data* Variable data to be entered in response to a system prompt or as part of a command is set in italics and in upper, lower, or mixed case as required by the system.

Example: **cp<sub>Δ</sub>/ax/\*.pf/ax/YYYY.**

**NOTE:** Unless otherwise directed, press the **ENTER** key after typing a command within any procedure.

## **1.4 Security and Privacy**

Increased security has been added to the AUXDATA application. The ability to create, read, update, and delete data in the centralized system is based on the user's role and position. User IDs and passwords to the system indicate the allowable permission level that a user has and prevent users from performing any actions in AUXDATA that are beyond the scope of their level.

The USCG has migrated to a Web-based environment using the CG Standard Workstation III (CGSWIII). The new AUXDATA, which is a Solaris-Oracle-Internet Explorer application, is Web-based and runs on any workstation or laptop that supports the Microsoft Internet Explorer (MIE) Web browser, which includes all CGSWIII computers. Architecturally, the AUXMIS II legacy system moved from a CTOS-based system to become AUXDATA in a Microsoft Windows NT environment and has a completely different look and feel.

## **2. BUSINESS PROCEDURES**

In the past, AUXMIS II business procedures mandated that users produce paper records and reports using local logs. Users were unable to view the data in the central database to determine if the CGHQ AUXDATA data clerk had entered their paper report correctly. The new functionality of AUXDATA changes some of the business procedures that were in place during the use of the AUXMIS II Legacy central computer system. Most notably, users enter their data into a log format directly in the AUXDATA central database, nearly eliminating mailing, faxing, or message traffic submission of quarterly reports.

### **2.1 Changes to Business Process**

This section discusses many of the business process changes that have resulted with the use of AUXDATA.

#### **2.1.1 Settings for AUXDATA**

For AUXDATA to function, Regional System Managers must load the J-Initiator 1.1.7.18 plugin to MIE. This version of J-Initiator is part of CG Standard Image 4.6 and higher.

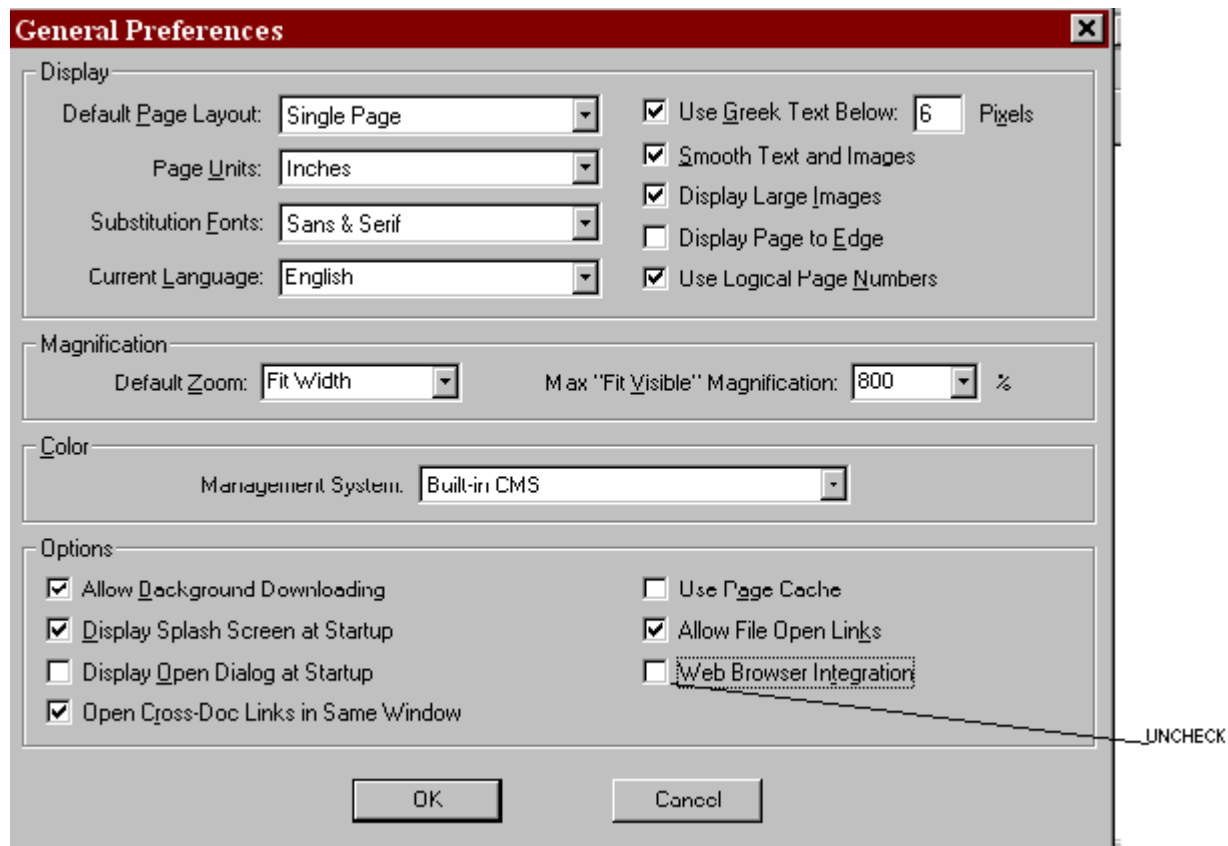
Also, Adobe Acrobat Reader must be configured properly to view reports. To configure Adobe Acrobat Reader, perform the steps below:

**Step 1:** Open Adobe Acrobat Reader.

**Step 2:** Click **File**.

**Step 3:** Point to **Preferences**, and click **General**.

**Step 4:** Ensure that **Web Browser Integration** is not selected (see Figure 2-1).



**Figure 2-1 Uncheck Web Browser Integration**

### 2.1.2 Definition of a Resource

The old AUXMIS II Reporting system treated Aircraft, Boats, Radios, and Units as unique resources with very unique reporting requirements. AUXDATA has changed to manage each resource equally. Therefore, the data capture process is fundamentally the same regardless of the type of resource the user is reporting.

AUXDATA only captures resource hours, allowing the unit to report the performance of only one mission at any given time. Employment hours were determined by the Coast Guard to be unnecessary in justifying resource utilization, and therefore, were eliminated.

### 2.1.3 Activity Logs

AUXDATA uses a unique Activity Log for each Resource.

One of the major benefits of the common Activity Log structure is that the statuses of all CG Auxiliary resources can be determined at any time by generating a summary report of the last activity entry for all resources within an organizational structure like a District or Flotilla. Once all users begin updating their logs in real time, there may no longer be a need to send a change in status message for individual resources.

New missions and employment categories have been incorporated in the new AUXDATA application, and some old employment categories have been omitted or changed.

#### **2.1.4 Crew Participation in CG Auxiliary Missions**

AUXDATA gives users the capability to assign crewmembers to the resource's activities. AUXDATA populates the CG unit's roster of personnel by pulling assignment data directly from the Coast Guard Human Resource Management System (CGHRMS). Pulling data directly from the same system that is used to assign Auxiliary members eliminates the need for unit users to maintain or create the basic information on CG members; the maintenance and creation is already done by PERSRUs. AUXDATA currently refreshes its rosters from CGHRMS once a week, so there is the possibility that a CG Auxiliary member who arrives at a unit one day after the roster refresh will not show up on their new unit's roster for six days. Since AUXDATA has the full listing of Coast Guard Auxiliarists, users can assign anyone member, to an activity, regardless of whether the member is assigned to the unit.

#### **2.1.5 Data Submission**

In the past, information was gathered, placed in a report, and sent to DIRAUX in paper form on a regular basis. With AUXDATA, users are able to enter mission data daily into the database and all users are able to view the data as soon as it is entered. AUXDATA nearly eliminates the need for paper records and mailed reports.

Since data entered into AUXDATA is stored in a central database at the OSC, there is no need to submit quarterly data. However, DIRAUX will need to verify the reported activities within their unit's resource logs using an approval process within AUXDATA. To eliminate the data entry and validation crunch at the end of the reporting period, AUXDATA activity data should be submitted into the database as soon as practical but no later than two weeks from when the activity took place.

### 3. AUXDATA FUNCTIONALITY

AUXDATA has its own built-in navigational tools, which include various menus and return links. **Do not** use your browser's **Back** and **Forward** buttons to navigate through AUXDATA. The menu items and the return links (when available) may be used at any time to navigate while logged on the system. All menu items and return links are represented by buttons. When clicked with the mouse, they link to a new page or a previous part of the application.

The AUXDATA Main Menu is shown in Figure 3-1.

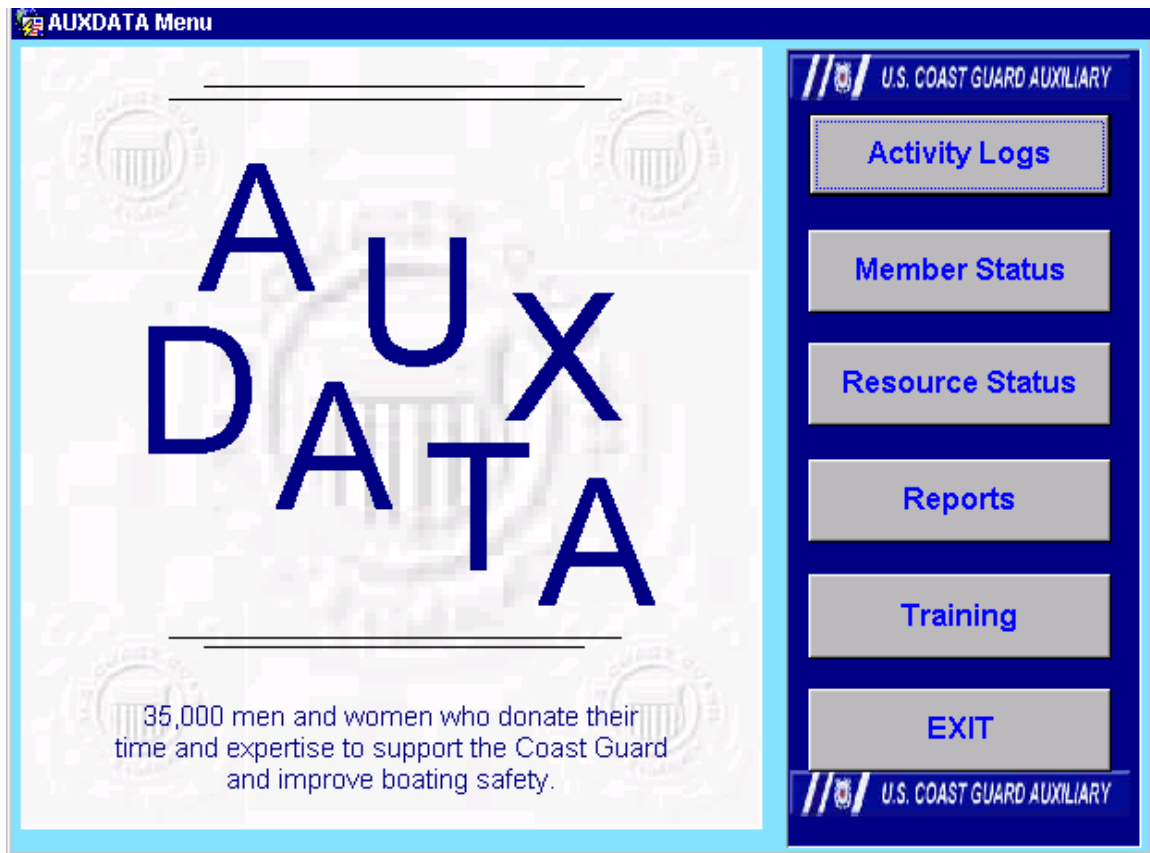


Figure 3-1 AUXDATA Main Menu

#### 3.1 Main Menu Overview

Click any of the AUXDATA main menu options to use their capabilities. A general description of each mouse-activated menu option is listed below:



The **Activity Logs** button allows you to view, create, or modify the activity log class data for aircraft, boats, radios, and units. This feature also allows you to record the progress of task training for crewmembers. Activity approvals are performed through the **Activity Logs** button.

### Member Status

The **Member Status** button allows you to record the status of members of your unit and any subordinate units.

### Resource Status

The **Resource Status** button allows you to view, update, and insert information on the resources listed for your unit.

### Reports

The **Reports** button allows you to run an AUXDATA report of your choice.

### Training

The **Training** button links to the Training Management Tool (TMT) application.

### EXIT

The **Exit** button logs off of the AUXDATA application.

## 3.2 New Capabilities

AUXDATA has new capabilities, such as increased system security, ad hoc query/reporting, file downloading, and a graphical user interface (GUI).

AUXDATA provides functionality that is consistent with the AUXMIS II legacy system. AUXDATA, under a Sun Microsystems' Solaris platform, is a GUI application and uses Microsoft Windows screen objects, such as drop-down menus, pop-up menus, push buttons, radio buttons, and so forth.

## 3.3 Access to Information

The CG AUXDATA centralized database resides at the OSC. Through Web browsers, users may access the same central database, from any location with a user ID and password, to perform daily tasks. This central database is updated in "real time", meaning that the instant a user modifies or enters data in the system, all other users may view the current data.



### 3.4 Web Functions

As a Web-based system, AUXDATA requires certain data entry and procedural actions for the best results. This section and subsections discuss some important tips to use when working with AUXDATA.

#### 3.4.1 Date Field Formats

All days are to be treated as 24-hour days. Disregard the artificial effects of changing between Standard and Daylight Time or crossing time zone boundaries. The Zulu offset must be adjusted before entering any dates into the system. To set the Zulu offset, see *Section 5, Resource Status*. When entering dates in AUXDATA, the following two date formats are used in different instances:

- **Date Only:** *ddmmmyyyy*, where *dd* is the two-digit day, *mmm* is the first three letters of the month, and *yyyy* is the year.

For example, an event that occurs January 15, 2001 is entered as: **15JAN2001**

- **Date and Time:** *ddtttmmmyyyy* – Date Time Group (DTG) format, where *dd* is the two digit day, *tttt* is the time on a 24 hour clock, *mmm* is the first three letters of the month, and *yyyy* is the year.

For example, an event that occurs January 15, 2001 at 1143 hours is entered as:  
**151143JAN2001**


Most of the AUXDATA reports allow users to enter a date into a date field by using a Calendar feature. To enter a date into a date field using the Calendar feature, perform the following steps:



**Step 1:** Click the  to the right of the date field.

*The Calendar appears similar to Figure 3-2.*



**Figure 3-2 Calendar Feature**

**Step 2:** Select a year using the  and  buttons.

**Step 3:** Select a month using the  and  buttons.

**Step 4:** Click the day you wish to select, and click **OK**.

*The Calendar is closed and the date selected appears in the date field.*

### 3.4.2 Required Fields

AUXDATA contains many required fields, which represent the minimum amount of data that is necessary to enter a record in AUXDATA and may not be left blank. AUXDATA will not allow users to continue if a required field is left blank. Instead, an error will be received and you must enter the required data in the field in order to continue.

### 3.4.3 Queries and Searches

Any time you are prompted by AUXDATA to enter search criteria, the following options are available to you, depending on the information that you have and the results that you would like to retrieve:

- If you know exactly what item you are searching for, enter as much information as possible about that item.

*The unique item that matches your search criteria appears.*

- If you know only a small piece of information (perhaps only a portion of a word) to enter as search criteria, enter that information in the appropriate field and use the percent symbol (%) as a wild card. For example, when searching for a particular crewmember that has a "ch" in the last name, you may enter: **%ch%**

*A list of every entry that matches your search criteria appears. For example, if you entered %ch%, every last name that includes "ch" appears.*

- If you know the first letter or letters of the item you are searching for, enter this information preceded by a percent symbol (%). For example, when searching for a particular crewmember whose last name ends with "ch", you may enter: **%ch**

*A list of every entry that matches your search criteria appears. For example, if you entered %ch, every last name that begins with "ch" appears.*

- If you know the last letter or letters of the item you are searching for, enter this information followed by a percent symbol (%). For example, when searching for a particular crewmember whose last name begins with "ch", you may enter: **ch%**

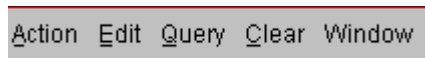
*A list of every entry that matches your search criteria appears. For example, if you entered ch%, every last name that ends with "ch" appears.*

- If you do not know any information to enter as search criteria, leave all the search criteria fields blank and click the **Find** button at the bottom of the screen.

*An entire listing of entries for your unit appears. If another query dialog box is displayed before the list appears, AUXDATA is giving you another chance to refine your search because the list will be large. Use any of these three options in the second box as well to refine your search or to retrieve the entire list. To display the entire list, ensure the percent symbol (%) is in the text box and click **OK**.*

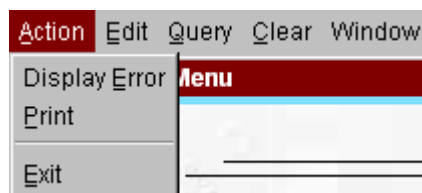
### 3.4.4 Toolbar Options

A toolbar menu, which offers query and navigation tools, is available throughout the AUXDATA application (see Figure 3-3).



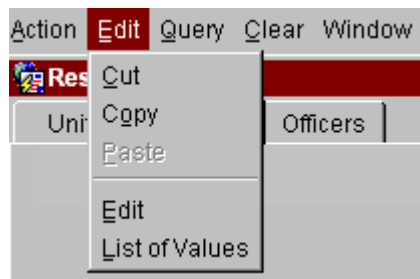
**Figure 3-3 Toolbar Menu**

The **Action** toolbar option offers the following tools:



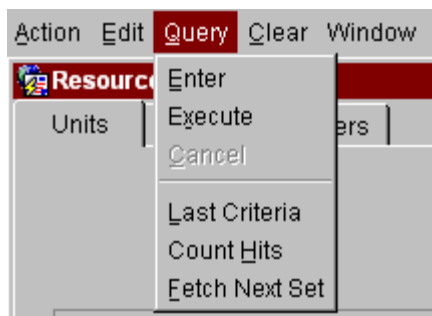
**Figure 3-4 Action Menu**

The **Edit** toolbar option offers the following tools:



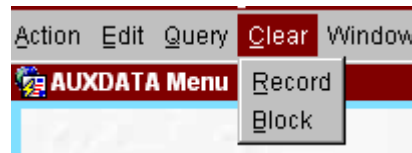
**Figure 3-5 Edit Menu**

The **Query** toolbar option offers the following tools:



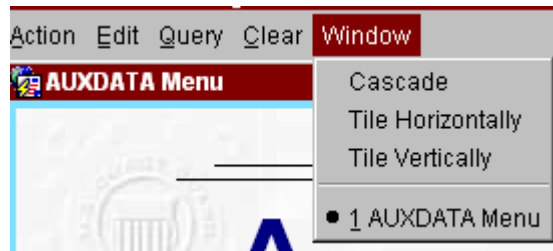
**Figure 3-6 Query Menu**

The **Clear** toolbar option offers the following tools:



**Figure 3-7 Clear Menu**

The **Window** toolbar option offers the following tools:



**Figure 3-8 Window Menu**

To execute a query for a data field, perform the following steps:

**Step 1:** Click the **Query** toolbar option.

*The Query drop-down list appears.*

**Step 2:** Click **Enter Query**.

*All data fields become blank.*

**Step 3:** Enter search parameters using the guidelines in *Section 3.4.3, Queries and Searches* for any and all data fields for which you wish to execute a query.

**Step 4:** Click the **Query** toolbar option.

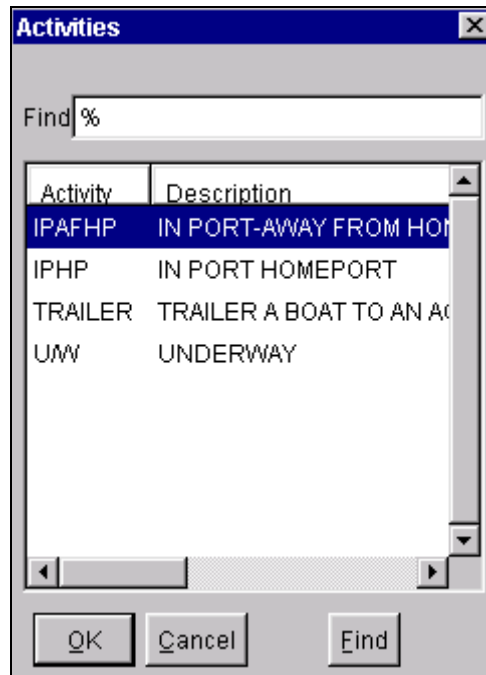
*The Query drop-down list appears.*

**Step 5:** Click **Execute Query**.

*All records that match the search parameters entered in Step 3 appear.*

### 3.4.5 Lists of Values

When your cursor is placed in certain data fields, a **List of Values** message appears at the bottom of the window. This list may be accessed by pressing **CTRL-L** or by clicking the **List of Values** button. The List of Values dialog box appears similar to the one shown in Figure 3-9.



**Figure 3-9 List of Values Dialog Box**

You may refine your search further by entering text in the **Find** field using the guidelines in *Section 3.4.3, Queries and Searches* and clicking the **Find** button. After a successful search, click the item you wish to choose, and click **OK**.

*The selected item is placed into the data field.*


### 3.4.6 List Boxes

A list box is similar to a text box in AUXMIS but has an arrow on the right end of the text box. Click the arrow on the right end of the text box to view a list of defined data entry options, one of which must be selected to fill the text box. Data can not be entered in list boxes; only selections from the available list options may be made from list boxes. An example of a list box is shown in Figure 3-10.



**Figure 3-10 List Box**

To use a list box to select possible data entry options, perform the following steps:

**Step 1:** To view the defined data entry options, click the arrow  on the right end of the box.

*The list of data entry options appears on the screen as shown in Figure 3-11.*



**Figure 3-11 Expanded List Box**

**Step 2:** Move the mouse to highlight the data that will be selected, and then click that selection.

*The list closes and the data you selected appears in the text box.*

### 3.4.7 Column Heading Buttons

Sorting using the column headings buttons is available throughout the AUXDATA application (see Figure 3-12). These buttons lists items alphabetically, numerically, or alphanumerically.



**Figure 3-12 Column Heading Buttons**

**Step 1:** To alphabetize using the Member Name, click the **Member Name** button



*The Members are listed by Member Name.*

## 4. CONNECTING TO AUXDATA

This section discusses the necessary user names, passwords, associated access levels, and procedures to log on AUXDATA.

### 4.1 Access Levels

**NOTE:** *This user guide covers actions and procedures for all access levels. Not all users will have permissions to perform all procedures in this guide; you should discern which procedures apply to your role, or class, in AUXDATA.*

All authorized AUXDATA users have the ability to view all of the aircraft, boat, radio, and unit data in AUXDATA through the Reports menu option. The ability to create, read, update, delete, and approve data in the system is based on the user's role, or class.

All users have unique identification numbers. Users' identification numbers are directly related to their assigned unit. Therefore, when users log on AUXDATA, they will only see the resources assigned to their unit and may only update activity logs for resources assigned to their unit.

The following is a brief description of each of the three access levels:

- **Flotilla Level**

Flotilla level users have access in AUXDATA to create and update log activities.

**NOTE:** *No action can be performed on approved logs.*

- **DIRAUX Level**

DIRAUX may log on as Air, Boat, Radio, or Unit users. DIRAUX have access in AUXDATA to approve data at the command level by using **Approvals** and to create, update, and delete data in their unit's Activity Log.


- **Headquarters Level**

Headquarters level users have access in AUXDATA to approve data at the HQ level.

### 4.2 Logging On AUXDATA

AUXDATA is accessed through your Web browser on to a Personal Computer (PC) or a CGSWIII. To access AUXDATA, perform the following steps:


**Step 1:** Log on to a PC or a CGSWIII.


**Step 2:** Open the Microsoft Internet Explorer browser by double clicking the  icon on your desktop.

*The Microsoft Internet Explorer browser opens.*

**Step 3:** In the **Address** text box of the browser, enter: **http://auxdata.uscg.gov** and press **ENTER**.

*A window appears similar to the following:*




**UNITED STATES COAST GUARD AUXILIARY**  
 America's Volunteer Lifesavers™

## AUXDATA

### USCG Auxiliary Management Information System

**- WARNING! -**

Unauthorized access is prohibited by Title 18 USC Section 833b.

Unauthorized access may also be a violation of other Federal Law or government policy, and may result in criminal and/or administrative penalties. Users shall not access other users or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence or performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such security monitoring.

---

#### Application Links

CGDN+ / SW-III Users: [Production Database](#)    [Training Database](#)

Internet Users: [Production Database](#)    [Training Database](#)

Internet users will need to obtain a Citrix client to access the Auxdata Application.  
 The links below will redirect you to the Citrix download site.  
 Select the "Primary ICA Client" for your operating system.

[Windows](#)    [Macintosh](#)    [Linux/Unix](#)    [Others...](#)

---

#### System Backup Schedule

**NOTE: The system backup schedule is as follows :**

- Daily 0400 to 0700 ( Eastern Timezone )
- The database will be unavailable during the backup
- Users should save their work and log off prior to the scheduled downtime
- The possibility exists that the downtime could exceed the scheduled timeframe

[top application links](#)

---

#### Overview Guide

The Overview Guide is available in the following formats:

- [HTML](#)
- [MS WORD](#)
- [PDF](#)


[top application links](#)

---


#### Related Links

[USCG Home Page](#)    [CG Auxiliary Home Page](#)    [Commandant Instructions](#)    [FAQs](#)    [AUSNED Reports](#)

[top application links](#)



**America's  
Volunteer  
Lifesavers**



**America's  
Volunteer  
Lifesavers**

**Figure 4-1 AUXDATA Home Page**



**Step 4:** Under Application Links, click **Training Database**.

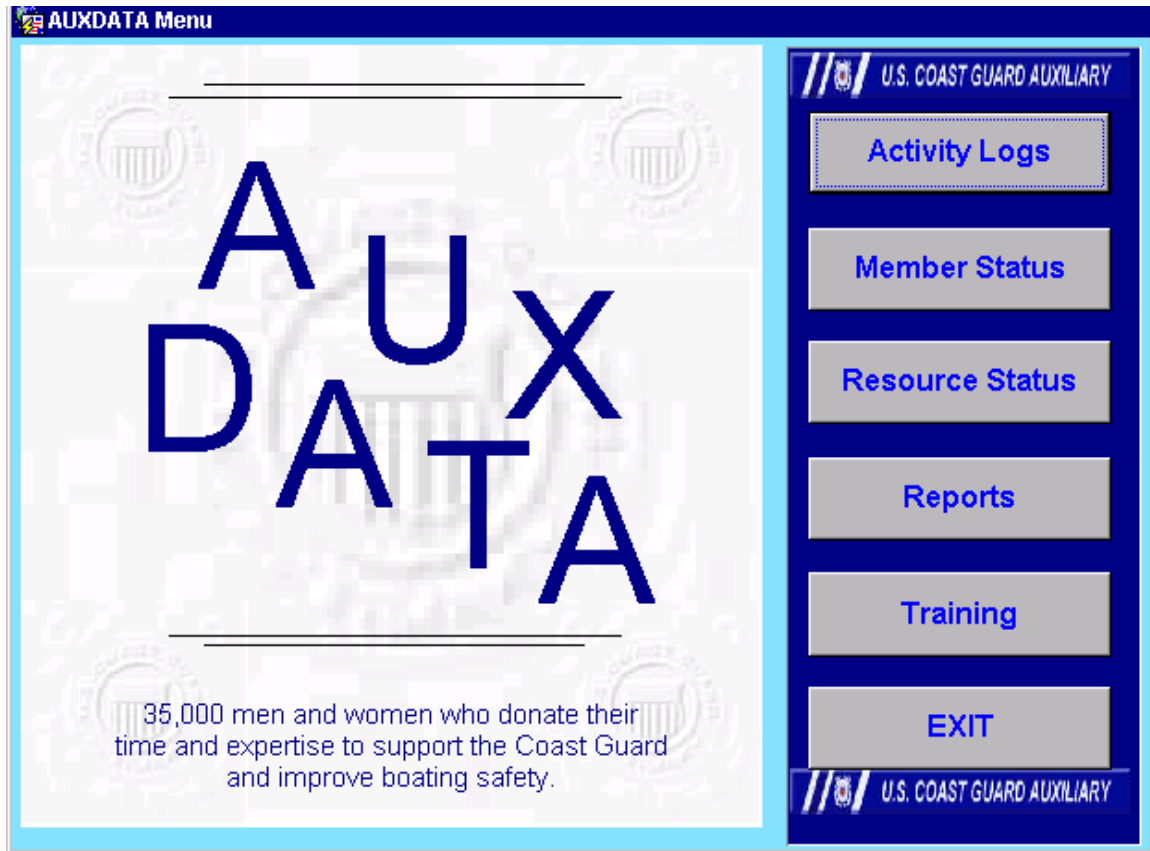
*A window appears similar to the following:*



**Figure 4-2 Log On Window**

**Step 5:** Enter your *username* and *password* and click **Logon**. If you do not know your user name or password, see *Section 4.1, Obtaining User Names and Passwords*.

*You are connected to AUXDATA and the AUXDATA page appears similar to Figure 4-4.*




**Figure 4-3 AUXDATA Main Menu**

**Step 6:** Now that you are logged on the AUXDATA database through your browser, you may perform your Auxiliary duties. Continue to the next sections for guidance with various AUXDATA tasks.

### 4.3 Changing Your Password

**Step 1:** Log on to a PC or a CGSWIII.

**Step 2:** Open the Microsoft Internet Explorer browser by double clicking the  icon on your desktop.

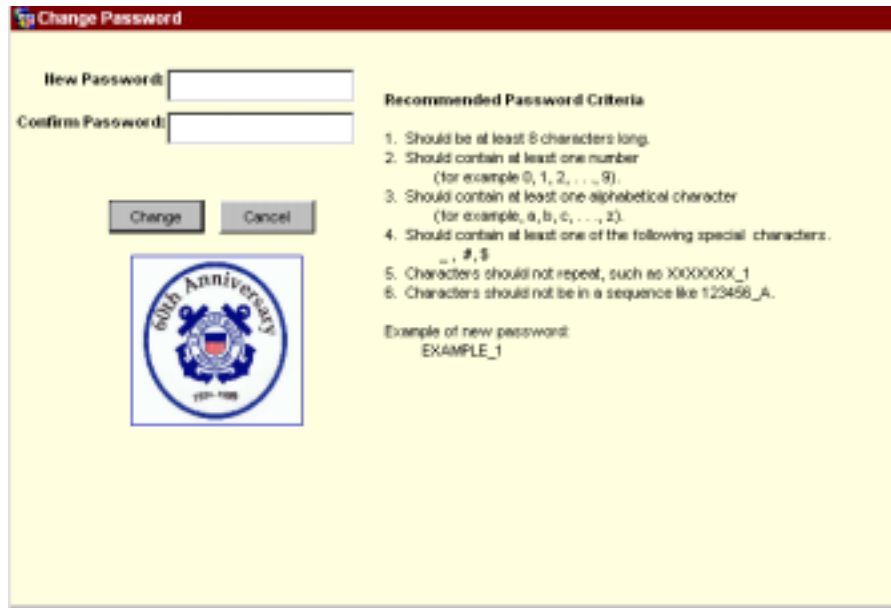
*The Microsoft Internet Explorer browser opens.*

**Step 3:** In the **Address** text box of the browser, enter: **http://auxdata.uscg.gov** and press **ENTER**.

*The AUXDATA Logon Screen appears.*

**Step 4:** Enter your *username* and *password*, click the **Change Password** checkbox, and then click **Logon**.

*The Change Password screen appears similar to Figure 4-4:*

The image shows a 'Change Password' window with a yellow background and a red title bar. It contains two input fields: 'New Password:' and 'Confirm Password:'. Below these are 'Change' and 'Cancel' buttons. To the right, under 'Recommended Password Criteria', are six numbered rules: 1. Should be at least 8 characters long. 2. Should contain at least one number (for example 0, 1, 2, . . . , 9). 3. Should contain at least one alphabetical character (for example, a, b, c, . . . , z). 4. Should contain at least one of the following special characters: ~, #, \$. 5. Characters should not repeat, such as XXXXXX\_1. 6. Characters should not be in a sequence like 123456\_A. Below the criteria is an 'Example of new password: EXAMPLE\_1'. On the left, there is a circular logo for the '60th Anniversary' of the '1951-1988' period.

**Figure 4-4 Change Password Screen**

**NOTE:** *It is highly recommended for security purposes that you adhere to the Recommended Password Criteria listed on the Password Change screen.*

**Step 5:** Enter a new password in the *New Password* field, then re-enter the new password in the *Confirm Password* field. Click **Change**.

*A window appears similar to the following:*



**Figure 4-5 Confirmation Box**

**Step 6:** Click **OK**.

*Your password is changed. The user is logged on and the AUXDATA Main Menu appears.*

## 5. ACTIVITY LOGS

The Activity Logs portion of AUXDATA is the most important and most widely used portion of the system. In the Activity Logs, you must keep a continuous log of activities for a specific aircraft, boat, cutter, or radio by entering activities each time your mission status changes. AUXDATA computes and produces all numbers and reports for you when it is time to run a report, which obviates the need for calculating the numbers yourself. AUXDATA allows you to enter your activities at any time (immediately after the activity, incrementally, or all at once), but you are responsible for ensuring that the business procedures defined in *Section 2, Business Procedures*, are followed. The Activity Logs provides the following options:

- Aircraft
- Boat (including cutter boats)
- Radio
- Unit.

Refer to *Appendix A, Activity Logs Button Flow Charts* for examples of inserting the following activities: ATON Patrol (Boat), Public Education (PE), Radio Mission – Marine Patrol (Radio), Safety Patrol (Boat), and Vessel Safety Check (VSC).

To use the Activity Logs, perform the steps in this section and subsections.

**NOTE:** *For the purpose of this user guide, the procedures and examples provided below are based on the Boat option. Aircraft, Boats, Radios, and Units have similar actions, but details, such as list items and resources, vary with each.*

## 5.1 Create Activity

To create an activity for your resource (aircraft, boat, radio, or unit), perform the following steps:

### Activity Logs

**Step 1:** Click the button from the AUXDATA Main Menu.

*The Boat Resources screen appears similar to the following:*

The screenshot shows the 'Activity Logs' window with a red title bar. Below the title bar is a navigation menu with tabs: Resources, Activity Logs, Crew Assignments, Tasks, Task Capture, and Approvals. The 'Activity Logs' tab is selected. The main content area has a large red header 'AFTCAB 767676 TEST76'. Below this are four radio buttons: Aircraft, Boat (selected), Radio, and Unit. A text prompt says 'Select a resource (boat/cutter) and proceed to the 'Activity Logs' tab page to add/update Activities'. Below this is a table with the following data:

Type	Registration	Unit Number	Unit Name	Resource Start
AFTCAB	767676	081-01-20	TEST FLOTILLA TWO	23-AUG-2001
AFTCAB	FL1365CV	200-02-01	NEW TEST FLOTILLA TWO	30-MAY-2001
AFTCAB	HHHJDJJ	081-01-07	PENSACOLA	01-APR-2001
AIRBT	123456	200-01-01	NEW TEST FLOTILLA ONE	23-AUG-2001
AIRBT	234567	081-01-90-001	K-TEST DETACHMENT	01-APR-2001
AUXSL	842484	081-01-20	TEST FLOTILLA TWO	02-AUG-2001
AUXSL	BF2365JKLJLK	081-01-79	K-JAD FIVE TEST	12-JUN-2001
AUXSL	HJJJHJH	081-01-20-001	TEST DETACHMENT	01-MAY-2001
AUXSLP	FL12345	200-01-01	NEW TEST FLOTILLA ONE	15-MAY-2001
AUXSLP	FL22223	081-01-20	TEST FLOTILLA TWO	26-APR-2001
AUXSLP	FLKSKKU	081-01-47	UNIT RES TEST III	01-APR-2000

At the bottom left of the window is a 'Menu' button.

**Figure 5-1 Boat Resource Screen**

*The Activity Logs screen appears similar to the following:*

### Figure 5-2 Activity Logs Screen

*The cursor moves to the next available activity line and the screen has a new button.*

*The information is entered.*

*The information for the activity is saved.*


To copy an activity for your resource (aircraft, boat, radio, or unit), perform the following steps:

*The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

*The activity is entered and saved.*

### 5.3 Copy Activity with Crew

To copy an activity with the crewmembers for your resource (aircraft, boat, radio, or unit), perform the following steps:

**Step 1:** Click the activity in Approved Activities with Mission desired. Click  button.

*The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

**Step 2:** Enter the Start Date Local in the **Start Date Local** field and press the **TAB** key. Click **Save**.

*The information is entered and saved.*

### 5.4 Delete an Activity

To delete an activity for your resource (aircraft, boat, radio, or unit), perform the following step:

**Step 1:** Click the activity to be deleted. Click  button.

*The activity is deleted.*

### 5.5 Cancel Insert

To cancel the insertion of an activity for your resource (aircraft, boat, radio, or unit), perform the following step:

**Step 1:** Click the  button.

*The Activity is canceled and the cursor moves to the previous activity.*

## 5.6 Entering Activity Log Details for Resources

To enter the activity log details for your resource (aircraft, boat, or radio), perform the following steps:

**Step 1:** Click the first activity log entered (For example: Mission=ATON). Click the **Activity Log Details** tab.

*The Activity Log Details screen appears similar to the following:*

**Figure 5-3 Activity Log Details Screen**

**Step 2:** Enter the information required for Mission, SAR, or ATON details, whichever applied to the present mission. (Use the **List of Values** button when necessary.)

*The information is entered.*

**Step 3:** Click **Save**.

*The information is saved.*



## 5.7 Entering Activity Log Details for Unit

To enter the activity log details for your unit, perform the following steps:

**Step 1:** Click the first activity log entered (For example: Mission=VSC). Click the **Activity Log Details** tab.

*The Activity Log Details screen appears similar to the following:*

Activity Logs

Resources | Activity Logs | Activity Log Details | Crew Assignments | Tasks | Task Capture | Approvals

**DIST 013 UMS CGOPS RADIOWATCH 17-MAR-02**

**GENERAL UNIT ACTIVITY DETAILS**

Number of Exams given:

Number of Exams passed:

Number of Visits / Inspections:

Length of Time

Hours:

**PUBLIC EDUCATION DETAILS**

Total Number of Enrollees:

Total Number of Enrollees 17 and under:

Total Number of Graduates:

Total Number of Graduates 17 and under:

State Boating Course:

State Taught in:

**PUBLIC AFFAIRS DETAILS**

Number in Attendance:

Comments:

List of Values Save

Enter any of the d on this screen that is pertinent to this activity log

**Figure 5-4 Activity Logs Details Screen**

**Step 2:** Enter the information required, whichever applied to the present mission. (Use the **List of Values** button when necessary.)

*The information is entered.*

**Step 3:** Click **Save**.

*The information is saved.*

## 5.8 Entering Crew Assignments

The Crew Assignments Tab allows you to search on the following: Your Unit and Its Subordinate Unit, Select CG Unit, and Search for Person. To enter the crew assignments for your resource (aircraft, boat, radio, or unit), perform the following steps:

**Step 1:** Click the **Crew Assignments** tab.

*The Crew Assignments screen appears similar to the following:*

The screenshot shows the 'Crew Assignments' tab in a software interface. At the top, there's a title bar 'Activity Logs' and a navigation menu with tabs: 'Resources', 'Activity Logs', 'Activity Log Details', 'Crew Assignments' (selected), 'Tasks', 'Task Capture', and 'Approvals'. Below the menu, a red header reads 'FLT FL1234 TEST AIRCRAFT ODHS STBY 28-JUL-01'. The main area is divided into two sections. The left section, titled 'Assign crewmembers to this activity by selecting from the list below', contains a table with 'Member ID' and 'Crew Member' columns. The 'Member ID' column has 'PENDING' for all entries. The 'Crew Member' column lists names and roles like 'AKERMAN, DEBBIE', 'AKERMAN, DENICE', 'AUXD\_CN1, AUXD\_CN1', etc. Below this table are buttons: 'Your Unit and its Subordinate Units', 'Select CG Unit', and 'Search for Person' with a text input field. The right section, titled 'Listed below are the crewmembers currently assigned to this activity. Please assign a position code to the crewmembers for this activity', contains a table with 'Crew Member' and 'Position' columns. The first row shows 'AKERMAN, DANIEL A' and 'CO-PILOT'. Between the two tables are navigation buttons: '>>', '>', '<', and '<<'. At the bottom right is a 'Save' button.

**Figure 5-5 Crew Assignments Screen**

**Step 2:** Click to assign all of the crewmembers. If not all crewmembers participated, click the desired crewmembers that participated and click .

*All the crewmembers or crewmember selected are moved from the left side of the screen to the right side of the screen.*

**Step 3:** For each member listed on the right side, there is a position. Use the drop-down list box to select each member position.

**Step 4:** Click **Save**.

*The information is saved.*

## 5.9 Entering Tasks Tab

To enter the tasks for your resource (aircraft, boat, radio, or unit), perform the following steps:

**Step 1:** Click the **Tasks** tab.

*The Tasks screen appears similar to the following:*

Include	Short Title	Description	Category
<input type="checkbox"/>	TOWALONG	(BCM/COX) TAKE A BOAT ALONGSIDE TOW	BOAT
<input type="checkbox"/>	PUWCHK	(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	WATRESC	(COX) RESCUE A PERSON FROM THE WATER USING THE DIRE	BOAT
<input type="checkbox"/>	STERNTOW	(BCM/COX) TAKE A VESSEL IN STERN TOW	BOAT
<input type="checkbox"/>	PUWCHKAST	(BCM) ASSIST COXSWAIN WITH A PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	MANOVERB	(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A RE	BOAT
<input type="checkbox"/>	TOWPASS	(BCM) PASS A TOWLINE TO ANOTHER BOAT	BOAT
<input type="checkbox"/>	PUWCHKPWC	(PWC) COMPLETE A PRE-UNDERWAY CHECK-OFF	BOAT
<input type="checkbox"/>	DIS/REMOUNT	(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER	BOAT
<input type="checkbox"/>	PUCONPERS	(PWC) PICK UP CONSCIOUS PERSON AND TRANSPORT TO SHI	BOAT
<input type="checkbox"/>	PWCSTNTOW	(PWC) TAKE ANOTHER PWC IN STERN TOW	BOAT
<input type="checkbox"/>	PFDSWIM	(PWC) PFD SWIM	BOAT
<input type="checkbox"/>	BUOYSLALOM	(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	BOAT
<input type="checkbox"/>	QEAPP	(BCM/COX) QE APPROVAL, WITH DATE OF APPROVAL	BOAT
<input type="checkbox"/>	NAVA	NAVIGATION SPECIALTY (AUXNAV-A) EXAM	BOAT

Menu

**Figure 5-6 Tasks Screen**

**Step 2:** Click the **Include** check boxes for the Tasks desired.

## 5.10 Entering Tasks Capture

The Task Capture Tab allows you to delete, copy, and save tasks that your resource is participating. To capture the tasks for your resource (aircraft, boat, radio, or unit), perform the following steps:

**Step 1:** Click the **Task Capture** tab.

*The Task Capture Screen appears similar to the following:*

The screenshot shows the 'Task Capture' tab in the 'Activity Logs' application. The title bar reads 'FXGR TESTAIR TESTAIR ABN ADMIN 09-AUG-01'. The main interface includes a table for task entry with columns: Short title, Instructor, Duration in hours, Date Completed, Remarks, and Done at Night. The first row is pre-filled with 'SAR', an empty instructor field, an empty duration field, '09-AUG-2001', and a checked 'X' in the 'Done at Night' column. Below the table is a 'Task Description' field containing '(AC/FP) PERFORMED SAR PROCEDURES FLIGHT CHECK'. At the bottom, there are two lists: 'Eligible to Participate' (containing 'CLARK, CHARLES E') and 'Participants' (empty). Navigation buttons (right, left, and double arrows) are between these lists. At the very bottom are three buttons: 'DELETE TASK', 'COPY TASK', and 'SAVE'.

Short title	Instructor	Duration in hours	Date Completed	Remarks	Done at Night
SAR			09-AUG-2001	X	<input checked="" type="checkbox"/>
				X	<input type="checkbox"/>
				X	<input type="checkbox"/>
				X	<input type="checkbox"/>
				X	<input type="checkbox"/>

Task Description: (AC/FP) PERFORMED SAR PROCEDURES FLIGHT CHECK

Eligible to Participate	Participants	Grade
CLARK, CHARLES E		

Buttons: DELETE TASK, COPY TASK, SAVE

**Figure 5-7 Task Capture Screen**

**Step 2:** Enter the information (for example: short title, name of instructor, duration in hours, date completed, and remarks) for the task to be captured.

**Step 3:** Click **Save**.

*The information is saved.*

## 5.11 Entering Approvals

The Approved Activities can be seen from one month to three months. To approve the activities for your resource (aircraft, boat, radio, or unit), perform the following steps:

**Step 1:** Click the **Approvals** tab.

*The Approvals screen appears similar to the following:*

Start Date Local	Offset	Activity	StatusSub Activity	Mission	Category	Operation	Claimant	Remarks

Start Date Local	Offset	Activity	StatusSub Activity	Mission	Category	Operation	Claimant	Remarks
200000OCT2000	+12Y	IP	B6	PMS	ADMIN		09CR	
011000JAN2001	-5E	TRAILER	A	TRANSIT	MSPO	ACI	LEWCLA	01NR
022000JAN2002	-5E	IP	B2	STBY	ELT	ELTS	LEWCLA	05NR

**Figure 5-8 Approvals Screen**

**Step 2:** Click the desired activity in Unapproved Activities. Click .

*The activity is highlighted. A message similar to the following appears:*

**You are about to transfer this facility to another unit. Continue?**

**Step 3:** Click **Confirm**.

**Step 4:** Click the **List of Values** button. Click the unit desired. Click **OK**.

**Step 5:** Click **Transfer**.

*The resource is transferred. A message appears confirming the transfer.*

**Step 6:** Click **OK**.

*The Resource screen appears.*

## 6. DISESTABLISH A UNIT

AUXDATA allows you to disestablish a unit and a subordinate unit. Perform the following steps to disestablish a unit:

**Step 1:** Click the unit desired to disestablish. Click **Update**.

*The Unit Update screen appears.*

**Step 2:** In the **Disestablish Date** field, enter the date the unit is to be disestablished and press the **TAB** key. Click **Save**.

*A Unit Transfer screen similar to the following appears:*

The screenshot shows a software window titled "Resource Maintenance". It has two tabs: "Units" (selected) and "Facilities". The main content area has a red header with the text "081-01-02 FIRST TEST FLOTILLA UNIT". Below this, a grey box contains the instruction "Select a Unit to receive the Facilities and Members of the above Unit." Inside this box, there are two input fields: "Unit Number" and "Unit Name". At the bottom of the grey box are three buttons: "List Of Values", "Save", and "Cancel".

**Figure 6-1 Unit Transfer Screen**

**Step 3:** Click **List of Values**. Select the unit to be transferred to. Click **OK**.

*The Unit Number and Name entered appear.*

**Step 4:** Click **Save**.


*A confirmation message appears.*

**Step 5:** Click **OK**.

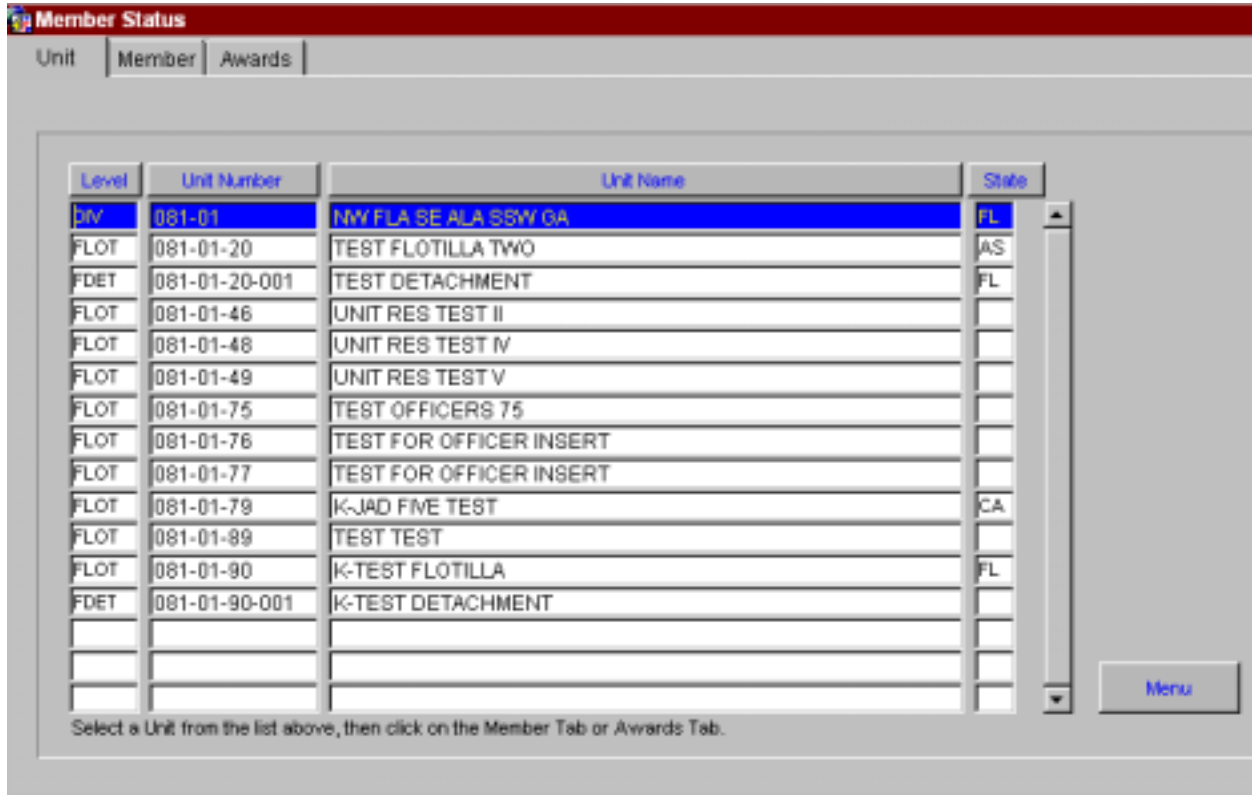
*The Unit Update screen appears.*

## 7. MEMBER STATUS

AUXDATA allows you to record the status of members of your unit and any subordinate units. To record a unit's personnel status, perform the following steps:

**Step 1:** Click the  button from the AUXDATA main menu.

*A list of the crewmembers assigned to your unit and subordinate units appear similar to the following:*



Level	Unit Number	Unit Name	State
UN	081-01	MY FLA SE ALA SSW OA	FL
FLOT	081-01-20	TEST FLOTILLA TWO	AS
FDET	081-01-20-001	TEST DETACHMENT	FL
FLOT	081-01-46	UNIT RES TEST II	
FLOT	081-01-48	UNIT RES TEST IV	
FLOT	081-01-49	UNIT RES TEST V	
FLOT	081-01-75	TEST OFFICERS 75	
FLOT	081-01-76	TEST FOR OFFICER INSERT	
FLOT	081-01-77	TEST FOR OFFICER INSERT	
FLOT	081-01-79	K-JAD FIVE TEST	CA
FLOT	081-01-89	TEST TEST	
FLOT	081-01-90	K-TEST FLOTILLA	FL
FDET	081-01-90-001	K-TEST DETACHMENT	

Select a Unit from the list above, then click on the Member Tab or Awards Tab.

**Figure 7-1 Member Status Unit Screen**

**NOTE:** The **Menu** button allows you to return to the AUXDATA Main Menu.

**Step 2:** Click the unit or subordinate unit desired. Click the **Member** tab.

*The Member Screen appears similar to the following:*

The screenshot shows a software interface titled "Member Status" with three tabs: "Unit", "Member", and "Awards". The "Member" tab is selected. Below the tabs is a table with the following columns: Member ID, Member Name, Unit Number, Unit Name, and Status. The first row is highlighted in blue. To the right of the table are radio buttons for "Active" (selected) and "Inactive", a "Change Status" button, and buttons for "Insert", "Update", and "Menu".

Member ID	Member Name	Unit Number	Unit Name	Status
2345678	AKERMAN, DANIELA	081-01-79	K-JAD FIVE TEST	IQ
PENDING	AKERMAN, DEBBIE	081-01-79	K-JAD FIVE TEST	IQ
PENDING	AKERMAN, DENICE	081-01-79	K-JAD FIVE TEST	IQ
PENDING	AUXD_CN1, AUXD_CN1	081-01-79	K-JAD FIVE TEST	BQ
PENDING	AUXD_RN1, AUXD_RN1	081-01-79-002	K-FIVE TEST DETACHMENT	BQ
PENDING	AUXF_CN1, AUXF_CN1	081-01-79	K-JAD FIVE TEST	IQ
PENDING	AUXF_RN1, AUXF_RN1	081-01-79-002	K-FIVE TEST DETACHMENT	BQ
PENDING	AUXN_CN1, AUXN_CN1	081-01-79-002	K-FIVE TEST DETACHMENT	IQ
PENDING	AUXN_RN1, AUXN_RN1	081-01-79	K-JAD FIVE TEST	IQ
PENDING	AUXV_CN1, AUXV_CN1	081-01-79-002	K-FIVE TEST DETACHMENT	IQ
PENDING	AUXV_RN1, AUXV_RN1	081-01-79	K-JAD FIVE TEST	IQ
	BABB, BRYAN A	081-01-79	K-JAD FIVE TEST	IQ

**Figure 7-2 Member Screen**

**NOTE:** The **Active** and **Inactive** option buttons allows you to view Active or Inactive members.



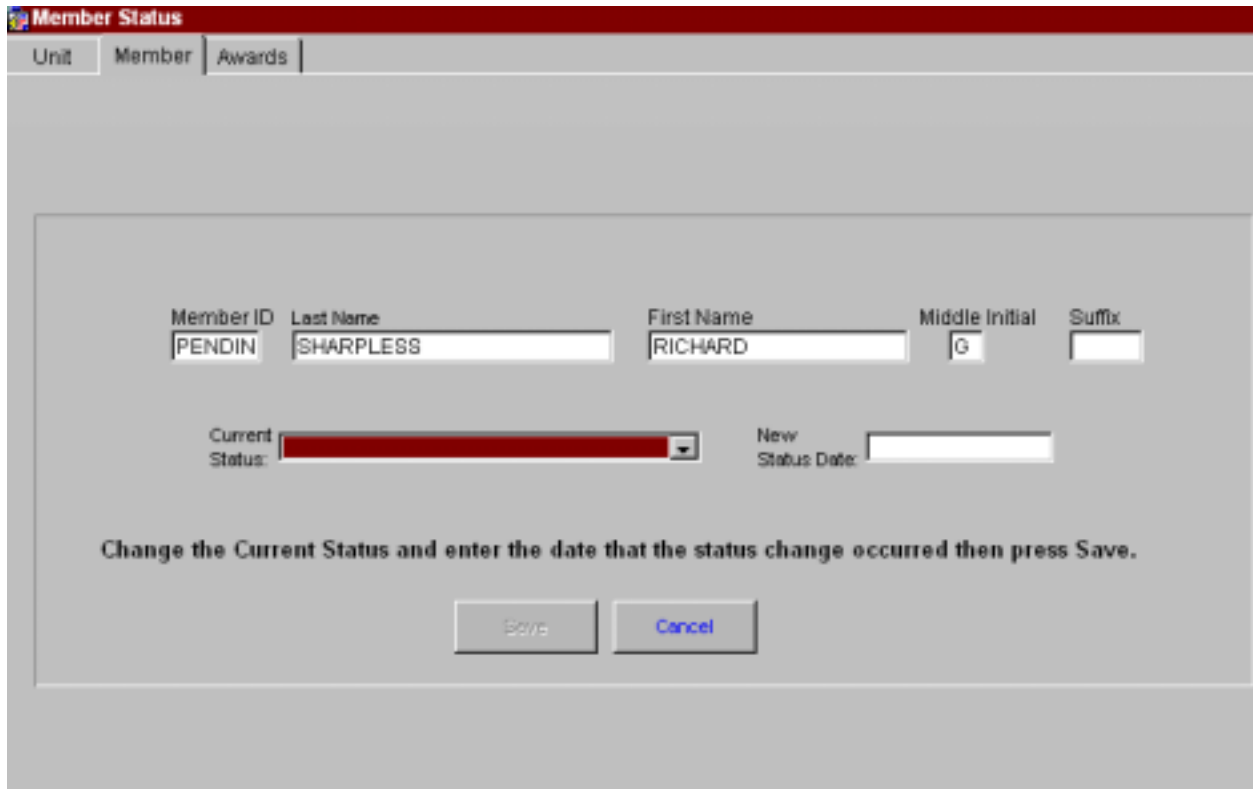
## 7.1 Change Member Status

AUXDATA allows you to change the status of the members in your unit and your subordinate units. Perform the following steps:

**Step 1:** Click the  button from the AUXDATA main menu.

**Step 2:** Click the **Change Status** button.

*The Change Status Screen appears similar to the following:*



**Figure 7-3 Change Status Screen**

**Step 3:** Click the **Current Status** drop-down list box, and then click the status desired. In the **New Status Date** text box, enter the date desired. Press the **TAB** key.

*The information is entered.*

**Step 4:** Click **Save**.

*A confirmation message appears.*

**Step 5:** Click **OK**.

*The Member Selection screen appears and the member status is changed.*

## 7.2 Insert Member

AUXDATA allows you to insert a new member in your unit and your subordinate units. Perform the following steps:

**Member Status**

**Step 1:** Click the button from the AUXDATA main menu.

**Step 2:** Click the unit or subordinate unit desired. Click the **Member** tab.

*The Member Screen appears.*

**Step 3:** Click the **Insert** button.

*The Insert Screen appears similar to the following:*

The screenshot shows the 'Member Status' window with tabs for 'Unit', 'Member', and 'Awards'. The 'Member' tab is active. The form contains the following fields and controls:

- Member ID, Last Name, First Name, Middle Name or Initial, Suffix (text boxes)
- Enrollment Date, Unit Number, Unit Name (text boxes)
- Birthdate, Gender (Male/Female radio buttons), Ethnicity (dropdown)
- Spouse Name, Occupation (text boxes)
- Address (text box)
- City, State, Zip Code (text boxes)
- Email 1, Email 2 (text boxes)
- Current Status (dropdown)
- Current Status Date (text box)
- Phones: A table with columns 'Number' and 'Type', containing four rows with 'Delete' buttons.
- Mailing preferences: A box with the text 'Checked means that this member will receive the respective mailings.' and four checked checkboxes: National Mail, District Mail, Division Mail, and Flotilla Mail.
- Buttons: Back, List of Values, Transfer, Save, and Menu.

**Figure 7-4 Member Insert Screen**

**Step 4:** Enter the necessary information for the member. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.)

**Step 5:** Click **Save**.

*The record is saved.*

### 7.3 Update Member

AUXDATA allows you to update members in your unit and your subordinate units. Perform the following steps:

#### Member Status

**Step 1:** Click the **Member Status** button from the AUXDATA main menu.

**Step 2:** Click the unit or subordinate unit desired. Click the **Member** tab.

*The Member Screen appears.*

**Step 3:** Click the member to be updated. Click the **Update** button.

*The Update Screen appears similar to the following:*

The screenshot shows the 'Member Status' update screen. At the top, there are tabs for 'Unit', 'Member', and 'Awards', with 'Member' currently selected. The form contains several input fields: 'Member ID' (empty), 'Last Name' (BOYLE), 'First Name' (empty), 'Middle Name or Initial' (YL), and 'Suffix' (empty). Below these are 'Enrollment Date' (10/19/1990), 'Unit Number' (013-01-01), and 'Unit Name' (BUCKSPORT). Further down are 'Birthdate' (empty), 'Gender' (radio buttons for Male and Female, with Female selected), and 'Ethnicity' (a dropdown menu). There are also fields for 'Spouse Name' and 'Occupation'. The 'Address' section includes 'City' (BUCKSPORT), 'State' (ME), and 'Zip Code' (04416-0460). Below the address are 'Email 1' and 'Email 2' fields. The 'Current Status' is set to 'BASICALLY QUALIFIED' in a dropdown menu, and the 'Current Status Date' is 10/01/1990. On the right side, there is a section for mailing preferences with the text 'Checked means that this member will receive the respective mailings.' and four checked checkboxes: 'National Mail', 'District Mail', 'Division Mail', and 'Fleet Mail'. At the bottom right, there is a table for 'Phones' with columns 'Number' and 'Type'. The first row shows 'Delete' in the Number column and 'HOME' in the Type column. Below this table are buttons for 'Transfer', 'Save', and 'Menu'. At the bottom left, there are 'Back' and 'List of Values' buttons.

**Figure 7-5 Member Update Screen**

**Step 4:** Make the changes to the member's information.

**Step 5:** Click **Save**.

*The information is saved.*

**Step 4:** Click the **Menu** button.

*The Unit Selection screen appears.*

## 7.4 Transfer a Member

AUXDATA allows you to transfer a member of your unit and your subordinate units to another unit. Perform the following steps:

**Member Status**

**Step 1:** Click the button from the AUXDATA main menu.

**Step 2:** Click the unit or subordinate unit desired. Click the **Member** tab.

*The Member Screen appears.*

**Step 3:** Click the member you wish to transfer. Click the **Update** button.

*The Member Update screen appears.*

**Step 4:** Click the **Transfer** button.

*The Member Transfer screen appears similar to the following displaying the member to be transferred:*

Member Status

Unit Member Awards

Member ID: PENDIN Last Name: SHARPLESS First Name: RICHARD Middle Initial: G Suffix:

Select a new unit for this person. Be advised that any facilities associated with this person will not transfer to the new unit you select.

Unit Number: Unit Name:

List Of Values Save Cancel

**Figure 7-6 Member Transfer Screen**

**Step 5:** Click the **List of Values** button for the Unit Name. Scroll down and click the unit desired. Click **OK**. Press the **TAB** key.

*The information is entered.*

**Step 6:**Click **Save**.

*A confirmation message appears.*

**Step 7:**Click **OK**.

*The Member Information screen appears with the new unit listed for the member.*

## 7.5 Awards

AUXDATA allows you to grant awards to members in your unit and your subordinate units. Perform the following steps:

**Step 1:**Click the **Member Status** button from the AUXDATA main menu.

**Step 2:**Click the unit or subordinate unit desired. Click the **Member** tab.

*The Member Screen appears.*



**Step 3:**Click the unit desired. Click the **Awards** tab.

*The Awards Information Screen appears similar to the following:*

Eligible to receive Award		Awardees	
Member ID	Member Name	Member ID	Member Name
2345678	AKERMAN, DANIEL A		
PENDING	AKERMAN, DEBBIE		
PENDING	AKERMAN, DENICE		
PENDING	BRADLEY, KYLE		
	BRADSHAW, DONALD J		
	BROOKS, JONATHAN W		
PENDING	CABADING, RYAN P		
PENDING	SMITH, LARRY		

**Figure 7-7 Awards Information Screen**

**Step 4:**From the Award drop-down list box, select the award you wish to grant. Press the **TAB** key. Enter date of the award in the **Award Date** field.

**Step 5:** Click  to move all of the eligible crewmembers to receive awards. Click the eligible crewmember to receive the award and click .

*The crewmembers or crewmember is moved from **Eligible to Receive Award** to **Awardees**.*

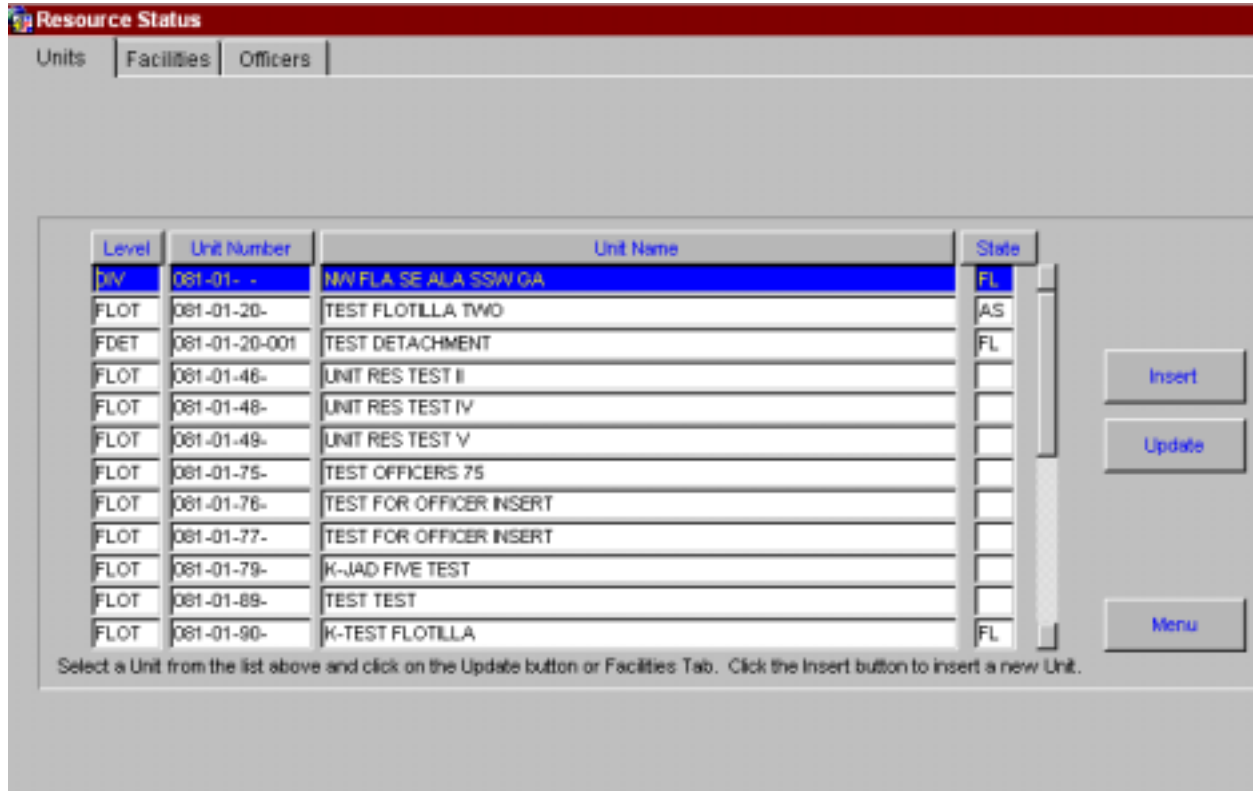
## 8. RESOURCE STATUS

AUXDATA allows you update, insert, save units, facilities, and officers of your unit and any subordinate units. This section provides instructions for using the Resource Status button. Perform the following steps to access the Resource Status feature:

**Resource Status**

**Step 1:** Click the button from the AUXDATA main menu.

*The Unit Selection Screen appears similar to the following:*



Level	Unit Number	Unit Name	State
DIV	081-01- -	MW FLA SE ALA SSW GA	FL
FLOT	081-01-20-	TEST FLOTILLA TWO	AS
FDET	081-01-20-001	TEST DETACHMENT	FL
FLOT	081-01-46-	UNIT RES TEST II	
FLOT	081-01-48-	UNIT RES TEST IV	
FLOT	081-01-49-	UNIT RES TEST V	
FLOT	081-01-75-	TEST OFFICERS 75	
FLOT	081-01-76-	TEST FOR OFFICER INSERT	
FLOT	081-01-77-	TEST FOR OFFICER INSERT	
FLOT	081-01-79-	K-JAD FIVE TEST	
FLOT	081-01-89-	TEST TEST	
FLOT	081-01-90-	K-TEST FLOTILLA	FL

Select a Unit from the list above and click on the Update button or Facilities Tab. Click the Insert button to insert a new Unit.

**Figure 8-1 Unit Selection Screen**

## 8.1 Insert Unit

Perform the following steps to insert a unit:

**Resource Status**

**Step 1:** Click the button from the AUXDATA main menu.

*The Unit Selection Screen appears.*

**Insert**

**Step 2:** Click the button.

*The Unit Insert Screen appears similar to the following:*

The screenshot shows the 'Unit Insert Screen' within the 'Resource Status' application. The window has a title bar with 'Resource Status' and a menu bar with 'Units', 'Facilities', and 'Officers'. The main content area is titled 'UNIT' in red. It contains several input fields for unit information: Level, Unit Number, Unit Name, Parent Unit Number, Parent Unit Name, Meeting Location, State, Meeting Day, Meeting Time, Charter Date, Probation Date, Disestablish Date, Phone, Fax, Default Zulu Offset, Email Address, and Web Address. There are also buttons for 'Back', 'List of Values', 'Save', and 'Menu'.

**Figure 8-2 Unit Insert Screen**

**Step 3:** Enter the necessary information for the unit. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

*The information is entered and saved.*



Perform the following steps to update a unit:

## Resource Status

Update

The Unit Update screen appears similar to the following, displaying information for the selected unit:

[illegible]

### Figure 8-3 Unit Update Screen

*The information is entered and saved.*

### 8.3 Insert a Facility

The Facilities tab allows you to insert and update operational facilities for your units and subordinate units. Perform the following steps to insert a facility:

**Resource Status**

**Step 1:** Click the button from the AUXDATA main menu.

*The Unit Selection Screen appears similar to the following:*

**Step 2:** Click the unit desired. Click the **Facilities** tab.


*The Facilities screen similar to the following appears:*



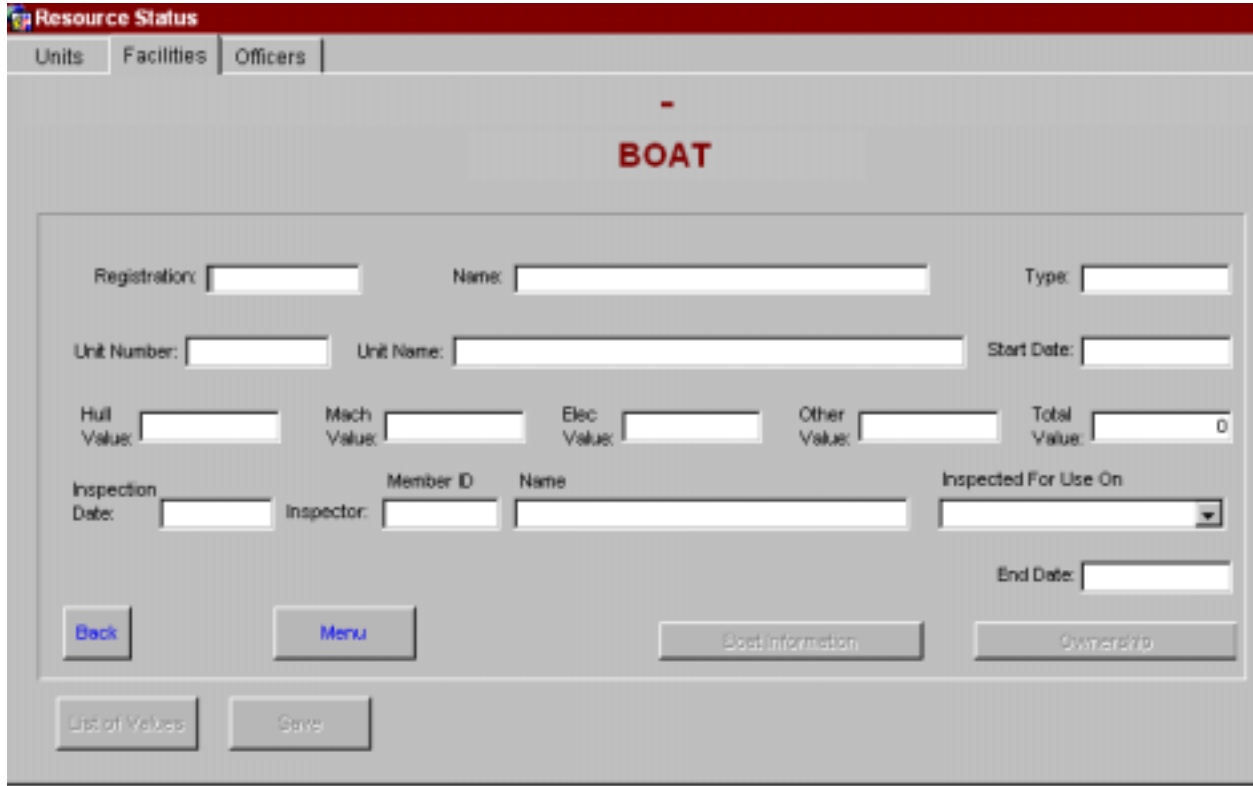
Type	Registration	Unit Number	Unit Name
AFTCAB	566657	081-01-13-	TEST13
AFTCAB	767676	081-01-79-002	K-FIVE TEST DETACHMENT
AFTCAB	FL1365CV	200-02-01-	NEW TEST FLOTILLA TWO
AFTCAB	HHHJWJ	081-01-07-	PENSACOLA
AFTCAB	TR1RES	081-01-79-	K-JAD FIVE TEST
AFTCAB	TRTR	081-01-14-	TEST14
AFTCAB	UCWMEUR	081-01-13-	TEST13
AIRBT	123456	200-01-01-	NEW TEST FLOTILLA ONE
AIRBT	234567	081-01-79-002	K-FIVE TEST DETACHMENT
AUXCUT	TR121212	081-01-14-	TEST14
AUXSL	842484	081-01-79-002	K-FIVE TEST DETACHMENT
AUXSL	BF2365JKLJLK	081-01-79-	K-JAD FIVE TEST

Select a Facility from the list above and click on the Update button. Click the Insert button to insert a new Facility.

**Figure 8-4 Facilities Screen**

**Step 3:** Click the facility you wish to insert. (For example, a boat, aircraft, or radio.) Click the  button.

*The Facility Insert screen appears similar to the following:*



The screenshot shows a web application window titled "Resource Status". It has three tabs: "Units", "Facilities", and "Officers". The "Facilities" tab is selected. Below the tabs, there is a large red header that says "BOAT". The main area of the screen is a form with several input fields and buttons. The fields are arranged in rows: "Registration:" followed by a text box, "Name:" followed by a text box, and "Type:" followed by a text box. Below these are "Unit Number:" followed by a text box, "Unit Name:" followed by a text box, and "Start Date:" followed by a text box. The next row contains "Hull Value:" followed by a text box, "Mach Value:" followed by a text box, "Elec Value:" followed by a text box, "Other Value:" followed by a text box, and "Total Value:" followed by a text box with the number "0". Below these are "Inspection Date:" followed by a text box, "Inspector:" followed by a text box, "Member ID:" followed by a text box, "Name:" followed by a text box, and "Inspected For Use On:" followed by a dropdown menu. The last row of fields is "End Date:" followed by a text box. At the bottom of the form, there are several buttons: "Back", "Menu", "Boat Information", "Ownership", "List of Values", and "Save".

**Figure 8-5 Facility Insert Screen**

**Step 4:** Enter the required information. Click **Save**.

*The information is entered and saved.*

**Step 5:** Click the **Boat Information** button.

*The Boat Information screen appears similar to the following:*

The screenshot shows a web application window titled "Resource Status" with a red header bar. Below the header are three tabs: "Units", "Facilities", and "Officers". The main content area has a title "GA1234-TEST BOAT" and "BOAT" below it. A purple box highlights the "BOAT INFORMATION" button. The form contains various input fields and checkboxes for boat details, including Facility Number, Location, Manufacturer, Model, Year, Length, Beam, Draft, Bunks, Head, Range, Heater, Water Capacity, Power, Horsepower, Fuel Type, Fuel Capacity, Generators, Vessel Speed, and Fuel Consumption. There are also "Back" and "Details" buttons at the bottom right, and "List of Values" and "Save" buttons at the bottom left.

**Figure 8-6 Boat Information Screen**

**Step 6:** Enter the necessary information for the boat. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

*The information is entered and saved.*

**Step 7:** Click the **Details** button.

*The Boat Details screen appears, similar to the following:*

The screenshot shows a software window titled "Resource Status" with a red header bar. Below the header are three tabs: "Units", "Facilities", and "Officers". The "Facilities" tab is selected. The main content area has a title "GA1234-TEST BOAT" in red, followed by "BOAT" in black. The form is divided into four sections: "NAVIGATION EQUIPMENT", "ENGINES", "ON BOARD RADIOS", and "RDF". Each section contains a table of input fields. The "NAVIGATION EQUIPMENT" section has a single column labeled "Type" with four rows. The "ENGINES" section has three columns: "Brand", "Model", and "Year", with four rows. The "ON BOARD RADIOS" section has three columns: "Type", "Watts", and "Channels/Frequencies", with four rows. The "RDF" section has a single column labeled "Type" with four rows. At the bottom left is a "Back" button. At the bottom center are two buttons: "List of Values" and "Save".

NAVIGATION EQUIPMENT	
Type	

ENGINES		
Brand	Model	Year

ON BOARD RADIOS		
Type	Watts	Channels/Frequencies

RDF	
Type	

Back

List of Values Save

**Figure 8-7 Boat Details Screen**

**Step 8:** Enter the necessary information for the facility. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

*The information is entered and saved.*

## 8.4 Update a Facility

Perform the following steps to update a facility:

**Resource Status**

**Step 1:** Click the button from the AUXDATA main menu.

*The Unit Selection screen appears similar to the following:*

**Step 2:** Click the unit desired on the Units Screen. Click the **Facilities** tab.

*The Facilities screen appears.*

**Step 3:** Click the desired facility to be updated (for example, a boat, aircraft, or radio.) Click the **Update** button.

*The Boat Update Screen appears.*

**Step 4:** Click the text boxes that need modified. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

*The information is entered and saved.*

**Step 5:** Click the **Ownership** button.

*The Ownership screen appears similar to the following:*

Type	Owner Name	Member ID
Primary	GILROY, DONNA J	1157570

**Figure 8-8 Ownership Screen**

**Step 6:** Click the text boxes that need modified. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

*The information is entered and saved.*

## 8.5 Officers Tab

The Officers tab allows you to update officers for your units and subordinate units. Perform the following steps to update an officer(s):

**Resource Status**

**Step 1:** Click the button from the AUXDATA main menu.

*The Unit Selection Screen appears similar to the following:*

**Step 2:** Click the desired unit. Click the **Officers** tab.

*The Officers screen appears similar to the following:*

The screenshot shows the 'Resource Status' application window with the 'Officers' tab selected. The title bar reads 'Resource Status'. Below the title bar are three tabs: 'Units', 'Facilities', and 'Officers'. The main content area is titled 'DIST (001) TEST001'. It contains a table with four columns: 'Office', 'Member ID', 'Member Name', and 'Begins'. The table lists 14 rows of data, all with 'VACANT OFFICE' as the member name. To the right of the table are two buttons: 'Update' and 'Menu'.

Office	Member ID	Member Name	Begins
DCO	0000000	VACANT OFFICE	06/26/2001
VCO	0000000	VACANT OFFICE	06/26/2001
IPDCO	0000000	VACANT OFFICE	06/26/2001
D-AA	0000000	VACANT OFFICE	06/26/2001
D-AD	0000000	VACANT OFFICE	06/26/2001
DSO-AN	0000000	VACANT OFFICE	06/26/2001
DSO-AV	0000000	VACANT OFFICE	06/26/2001
DSO-CC	0000000	VACANT OFFICE	06/26/2001
DSO-CM	0000000	VACANT OFFICE	06/26/2001
DSO-FN	0000000	VACANT OFFICE	06/26/2001
DSO-IS	0000000	VACANT OFFICE	06/26/2001
DSO-LP	0000000	VACANT OFFICE	06/26/2001

**Figure 8-9 Officers Screen**

**Step 3:** Click the Office to be updated. Click **Update**.

*The Officers Update screen appear similar to the following, displaying information for the selected Office:*

Resource Status

Units Facilities Officers

**DIST (001) TEST001**

Member ID	Member Name	Office	Begins
0000000	VACANT, OFFICE	DCO	06/26/2001

Member ID	Select New Member Name	Enter New Begin Date

List Of Values Save Cancel

**Figure 8-10 Officers Update Screen**

**Step 4:** Click the text boxes that need modified. Press the **TAB** key after each field. (Use the **List of Values** button and drop-down lists when necessary.) Click **Save**.

*The Officers Information screen appears. The Officer has been updated.*



## 9. REPORTS

AUXDATA allows you to run the following types of reports: Activity Logs, Abstract, Chain of Command, Crew Underway Time, Resources By Flotilla, Operations, E-mail Directory, Member Roster, Log Activity Summary, Activity By State, Sail List Detail, Daily Sail List, Underway Resource Hours, Days Underway, Underway Activity and Crew, Underway Crew, Address and Flotilla Data, and Unit Summary Data. This section provides instructions for using the Reports button.

For instructions on printing reports when connected through the CITRIX Server refer to *Appendix B, Printing Reports Through the Citrix Server*.

Perform the following step to access the Reports feature:

Click the  button.


*A screen similar to the following appears:*



**Figure 9-1 AUXMIS Reports Screen**

## 9.1 Activity Logs

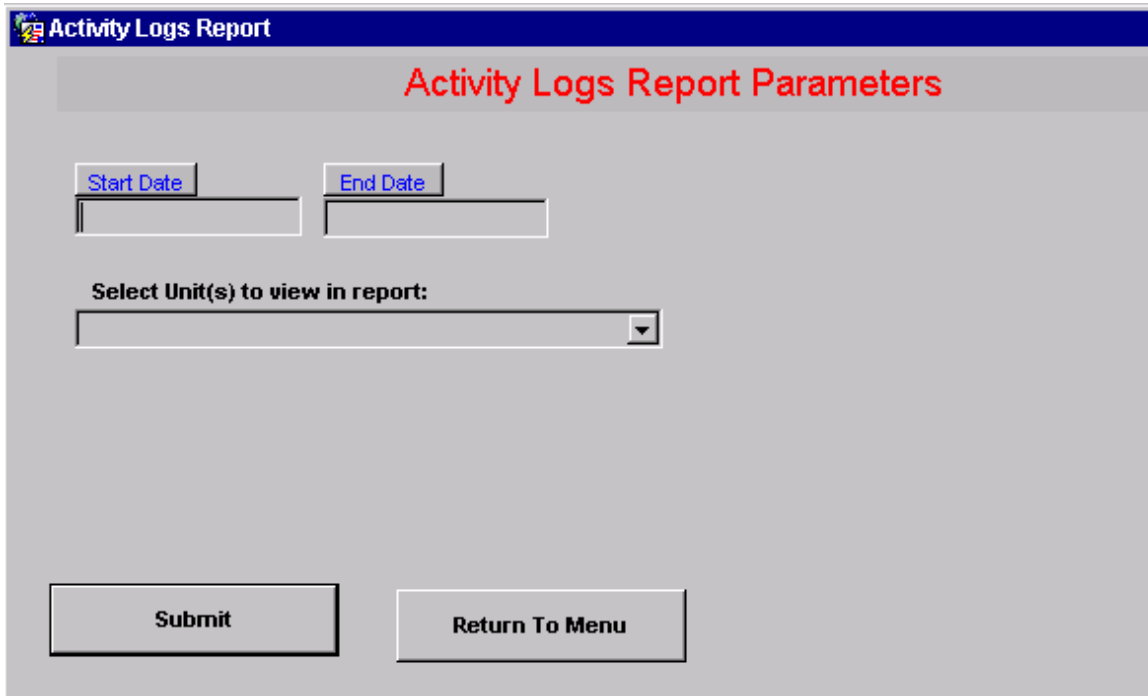
The Activity Logs button allows you to run a report on Activity Logs from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an activity log report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*A screen similar to the following appears:*



The screenshot shows a web application window titled "Activity Logs Report". The main heading is "Activity Logs Report Parameters" in red. Below the heading, there are two date input fields labeled "Start Date" and "End Date". Underneath these is a dropdown menu labeled "Select Unit(s) to view in report:". At the bottom of the form, there are two buttons: "Submit" and "Return To Menu".

**Figure 9-2 Activity Logs Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Activity Logs Report screen appears similar to the following:*

Activity Logs						
LONGVIEW						
						
Reporting Period: 01 DEC 2001 Through: 05 DEC 2001						
Days in Period: 5 Hours in Period: 120						
Resource Hull Tail Number: MT4567KI LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
12-NOV-01 13:00	UW	A	OPS	SP	D1	N
Resource Hull Tail Number: OR775ZN LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
01-JAN-01 07:00	UW	A	OPS	ATON PVTBP	D1	N
20-JAN-01 18:00	UW	A	OPS	ATON FEDBP	D1	N
Resource Hull Tail Number: U21851 LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
13-APR-01 20:00	UIPE	A	UIPE	UIPE PWC	130	N
20-JAN-02 20:00	UIPE	A	UIPE	UIPE WNK	130	N
Resource Hull Tail Number: WN6636K LONGVIEW						
Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
10-JAN-01 22:00	UW	A	OPS	ATON PVTBP	D1	N


**Figure 9-3 Activity Logs Report Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.2 Abstract of Operations

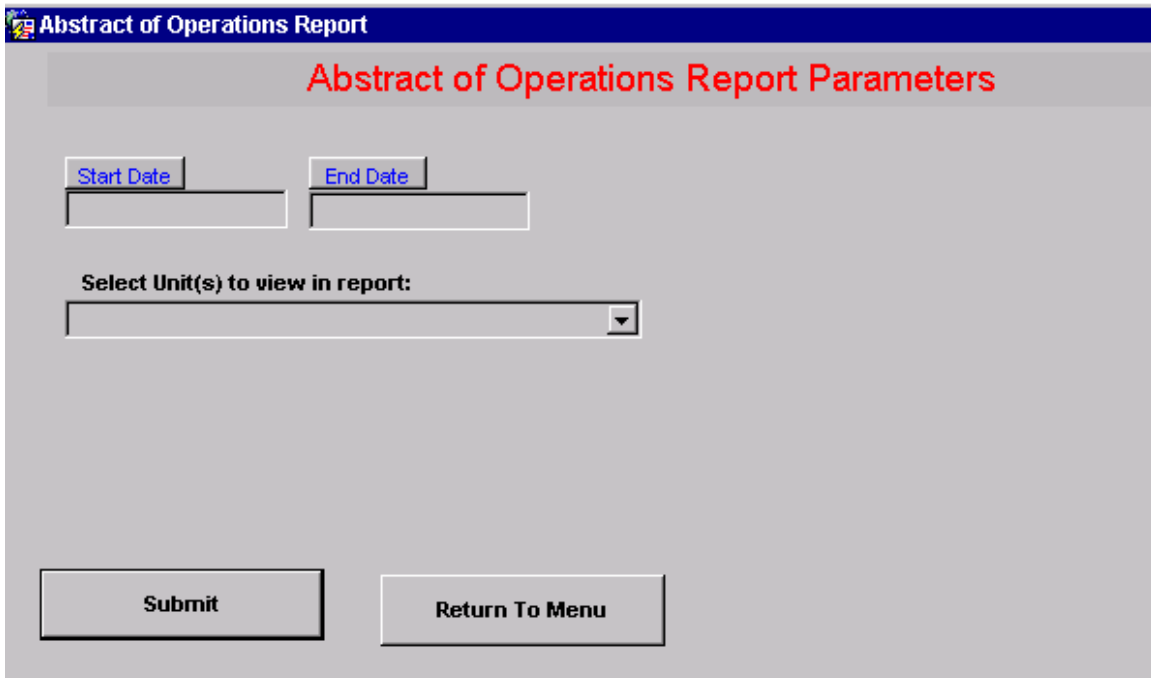
The Abstract of Operations button allows you to run a report on Abstract of Operations from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an abstract report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Abstract of Operations Report Parameters screen similar to the following appears:*



Abstract of Operations Report

**Abstract of Operations Report Parameters**

Start Date End Date


Select Unit(s) to view in report:

Submit Return To Menu

**Figure 9-4 Abstract of Operations Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Activity Logs screen appears similar to the following:*



UNITED STATES  
COAST GUARD  
AUXILIARY

# Activity Logs

## HAYDEN ISLAND AND ALL SUB-UNITS

Reporting Period: 01 MAR 2002 Through: 06 MAR 2002

Days in Period: 6 Hours in Period: 144

Resource Hull Tail Number: OR760ZA
130-07-06

Date	Activity	Status	Sub Activity	Mission	OPCON	Approval
01-MAR-02 10:00	U/W	A	OPS	ATON BRIDGE	130	No
02-MAR-02 10:00	IP	B2	STBY	ATON BRIDGE	130	No

Resource Hull Tail Number: U21854
130-07-06

Date	Activity	Status	Sub Activity	Mission	OPCON	Approval
04-MAR-02 09:00	UPE	A	UPE	UPE B10L	130	04-MAR-2002
04-MAR-02 15:00	UPE	A	UPE	UPE CAN	130	04-MAR-2002


**Figure 9-5 Abstract of Operations Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

### 9.3 Auxiliary Unit Listing


The Auxiliary Unit Listing button allows you to receive the Auxiliary Unit Listing Report. Perform the following steps to run a Chain of Command report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Auxiliary Unit Listing Screen appears similar to the following:*



**UNITED STATES  
COAST GUARD  
AUXILIARY**

**Auxiliary Unit Listing**

Parent Unit:	AUXILIARY NATIONAL UNIT	Unit Number:	0
Unit Name:		Unit Number:	
FIRST NORTHERN		013	
FIRST SOUTHERN		014	
FIFTH NORTHERN		053	
FIFTH SOUTHERN		054	
SEVENTH DISTRICT		070	
EIGHTH DISTRICT - COASTAL		081	
EIGHTH DISTRICT - EASTERN		082	
EIGHTH DISTRICT - WESTERN		085	
NINTH CENTRAL		091	
NINTH EASTERN		092	
NINTH WESTERN		095	
ELEVENTH NORTHERN		113	


**Figure 9-6 Auxiliary Unit Listing Screen**

**Step 3:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.4 Crew Underway Time

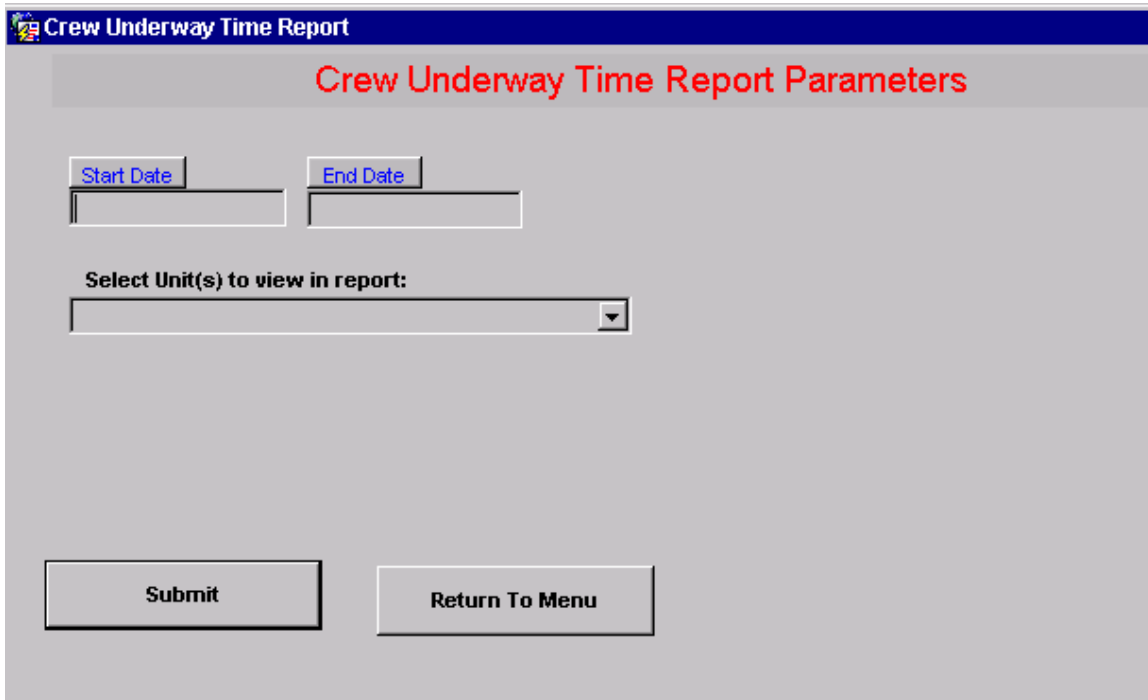
The Crew Underway Time button allows you to run a report on the crew hours from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Crew Underway Time report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Crew Underway Time Report Parameters similar to the following appears:*



Crew Underway Time Report

**Crew Underway Time Report Parameters**

Start Date End Date

Select Unit(s) to view in report:


Submit Return To Menu

**Figure 9-7 Crew Underway Time Report Parameters Screen**

**Step 3:**Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Crew Underway Time screen appears similar to the following:*

---



**UNITED STATES  
COAST GUARD  
AUXILIARY**

**Crew Underway Time**  
130-07-06 HAYDEN ISLAND  
Reporting Period: 01-JAN-2002 Through: 31-DEC-2002  
Days in Period: 365 Hours in Period: 8760

Hull Number:	NM13CF	Unit Number:	013-01-08	
Crewmember		Mission Count		U/W Hours
AARONS,RICHARD N		1		7,460.00
	NM13CF's Totals:	1		7,460.00

Hull Number:	NM13CF	Unit Number:	070-08-04	
Crewmember		Mission Count		U/W Hours
AARON,FRED S		1		7,460.00
	NM13CF's Totals:	1		7,460.00
	Unit's Total Mission Count:	2	Unit's Total U/W Hrs:	14,920.00


**Figure 9-8 Crew Underway Time Screen**

**Step 4:**Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.5 Resources By Flotilla

The Resources By Flotilla button allows you to run a report on Resources By Flotilla. Perform the following steps to run a Resources By Flotilla report:

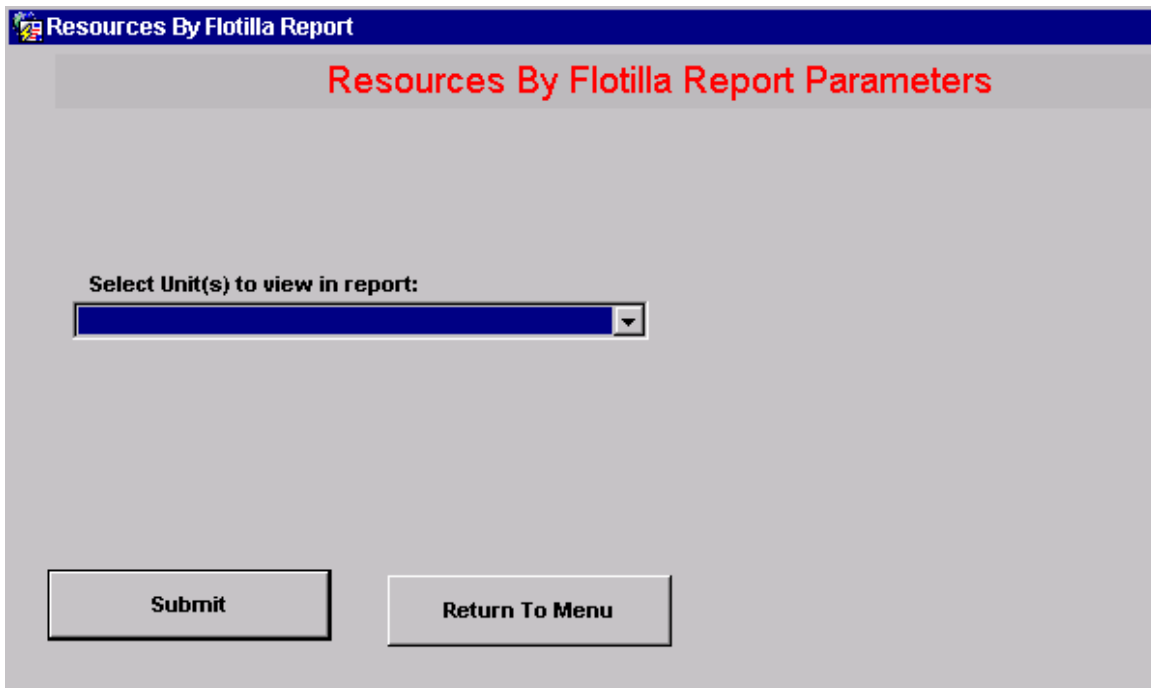
**Step 1:**From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*



**Step 2:** Click the  button.

*The Resources By Flotilla Report Parameters screen similar to the following appears:*



Resources By Flotilla Report

Resources By Flotilla Report Parameters


Select Unit(s) to view in report:

Submit Return To Menu

**Figure 9-9 Resources By Flotilla Report Parameters Screen**

**Step 3:**Select the unit to view in report. Click **Submit**.

*The Resources By Flotilla screen appears similar to the following:*



Resources By Flotilla						
130-07-06 HAYDEN ISLAND						
Unit Number	Unit Name	Class Code	Type Code	Resource Length	Hull Tail	Inspection Date
130-07-06	HAYDEN ISLAND	B	CC	24	OR760ZA	11-MAY-01
130-07-06	HAYDEN ISLAND	B	CRS	23	OR159WY	
130-07-06	HAYDEN ISLAND	B	EXPCRS	28	OR558JK	31-MAR-01
130-07-06	HAYDEN ISLAND	R	MOBILE		NM13CW	29-MAR-99
130-07-06	HAYDEN ISLAND	R	MOBILE		NM13CF	22-MAR-01
130-07-06	HAYDEN ISLAND	U	FLOT		U21854	


**Figure 9-10 Resources By Flotilla Screen**

**Step 4:**Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.6 USCG Auxiliary Operations

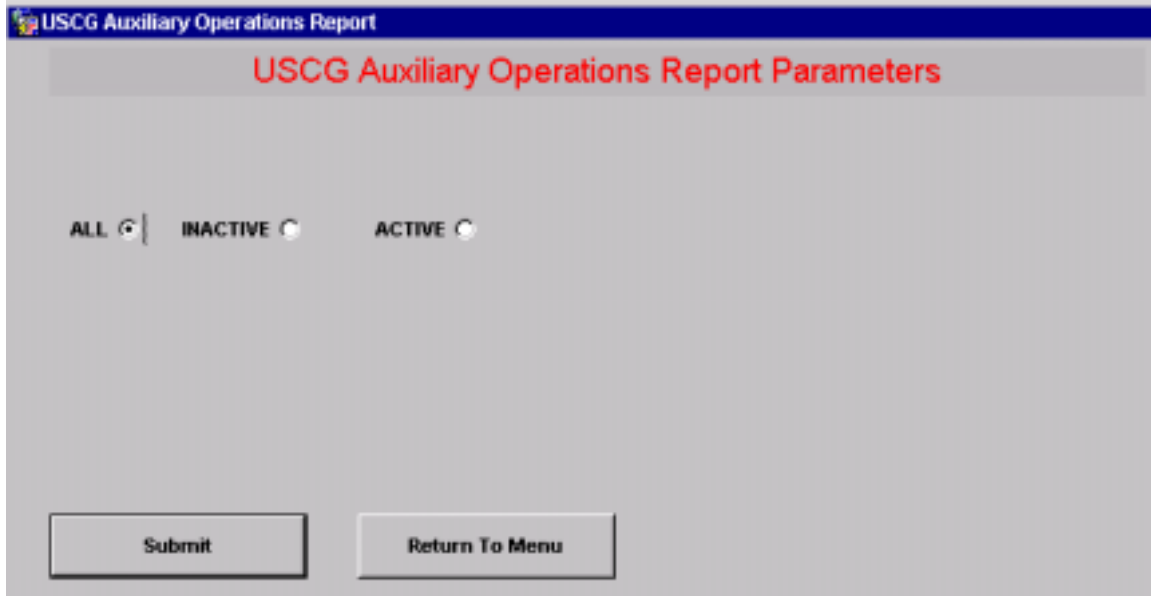
The USCG Auxiliary Operations button allows you to run a report on USCG Auxiliary Operations and Return to the Main Menu. Perform the following steps to run an USCG Auxiliary Operations report:

**Step 1:**From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

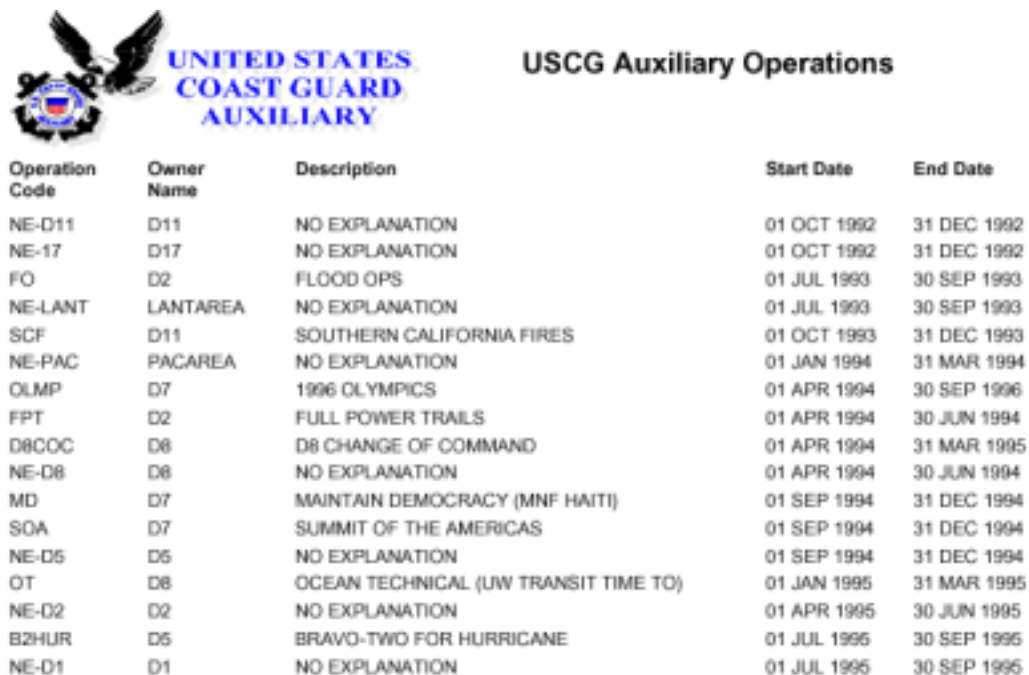
*The USCG Auxiliary Operations Report Parameters screen similar to the following appears:*



**Figure 9-11 USCG Auxiliary Operations Report Parameters Screen**

**Step 3:** Select one of the desired following option buttons: **All**, **Inactive**, or **Active**. Click **Submit**.

*The USCG Auxiliary Operations screen appears similar to the following:*



The image shows the USCG Auxiliary Operations screen. At the top left is the USCG Auxiliary logo. To its right is the text "UNITED STATES COAST GUARD AUXILIARY". Further right is the title "USCG Auxiliary Operations". Below these is a table with five columns: Operation Code, Owner Name, Description, Start Date, and End Date. The table contains 18 rows of data.

Operation Code	Owner Name	Description	Start Date	End Date
NE-D11	D11	NO EXPLANATION	01 OCT 1992	31 DEC 1992
NE-17	D17	NO EXPLANATION	01 OCT 1992	31 DEC 1992
FO	D2	FLOOD OPS	01 JUL 1993	30 SEP 1993
NE-LANT	LANTAREA	NO EXPLANATION	01 JUL 1993	30 SEP 1993
SCF	D11	SOUTHERN CALIFORNIA FIRES	01 OCT 1993	31 DEC 1993
NE-PAC	PACAREA	NO EXPLANATION	01 JAN 1994	31 MAR 1994
OLMP	D7	1996 OLYMPICS	01 APR 1994	30 SEP 1996
FPT	D2	FULL POWER TRAILS	01 APR 1994	30 JUN 1994
D8COC	D8	D8 CHANGE OF COMMAND	01 APR 1994	31 MAR 1995
NE-D8	D8	NO EXPLANATION	01 APR 1994	30 JUN 1994
MD	D7	MAINTAIN DEMOCRACY (MNF HAITI)	01 SEP 1994	31 DEC 1994
SOA	D7	SUMMIT OF THE AMERICAS	01 SEP 1994	31 DEC 1994
NE-D5	D5	NO EXPLANATION	01 SEP 1994	31 DEC 1994
OT	D8	OCEAN TECHNICAL (UW TRANSIT TIME TO)	01 JAN 1995	31 MAR 1995
NE-D2	D2	NO EXPLANATION	01 APR 1995	30 JUN 1995
B2HUR	D5	BRAVO-TWO FOR HURRICANE	01 JUL 1995	30 SEP 1995
NE-D1	D1	NO EXPLANATION	01 JUL 1995	30 SEP 1995


**Figure 9-12 USCG Auxiliary Operations Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.7 E-mail Directory

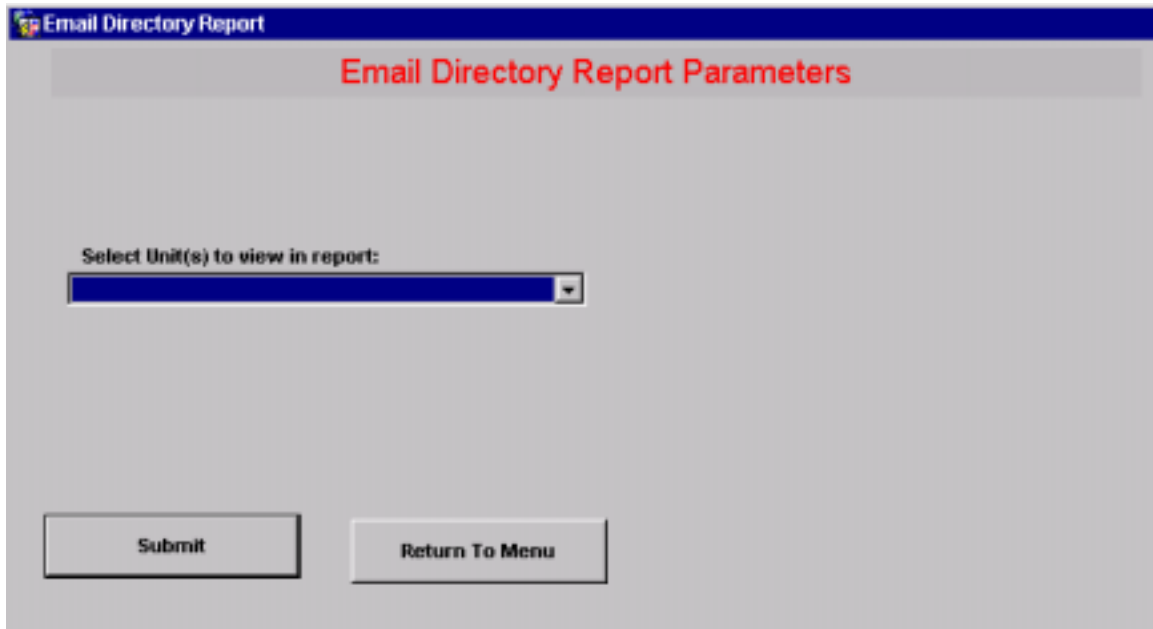
The E-mail Directory button allows you to run a report on the e-mail directory by unit and Return to the Main Menu. Perform the following steps to run an E-mail Directory report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Email Directory Report Parameters screen similar to the following appears:*



The screenshot shows a web application window titled "Email Directory Report". The main heading is "Email Directory Report Parameters" in red text. Below this, there is a label "Select Unit(s) to view in report:" followed by a blue dropdown menu. At the bottom of the screen, there are two buttons: "Submit" and "Return To Menu".

**Figure 9-13 Email Directory Report Parameters Screen**


**Step 3:** Click the arrow for the drop-down list. Click the desired unit.

*The unit appears in the box.*

**Step 4:** Click **Submit**.

*The E-mail Directory screen similar to the following appears:*

---

		<b>E-mail Directory</b>
<b>UNITED STATES COAST GUARD AUXILIARY</b>		<b>130-07-01 LONGVIEW</b>
<b>Member No.</b>	<b>E-mail</b>	
1173249	"BRONSON, STEVEN C." <WATREBORNE@AOL.COM>	
1173969	"BUNN, THOMAS E. E." <>	
1183009	"CLARK, STEPHEN A." <>	
1185349	"COWAN, CHAD A." <>	
1173564	"CZARNECKI, LESLIE W." <LECZAR@TDN.COM>	
1173754	"CZARNECKI, WILLIAM J." <BILLOWASH@TDN.COM>	
1173646	"DAVIDSON, JANET R." <>	
1173204	"DAVIDSON, ROBERT L." <>	
1183049	"DIGIUSTINO, MICHAEL A." <>	
1185352	"FISH, ROBERT W." <>	
1174109	"GULBRANDSON, DANIEL C." <>	
1167472	"HEID, ERIC A." <>	
1175444	"HOUSTON, DAVID T." <DAVID.HOUSTON@ORNGB.ARMY>	
1173610	"INMAN, LLOYD V." <>	
1174150	"JOHNS, KIMBERLY A." <FLOTILLA71@AOL.COM>	


**Figure 9-14 E-mail Directory Screen**

**Step 5:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.8 Member Roster

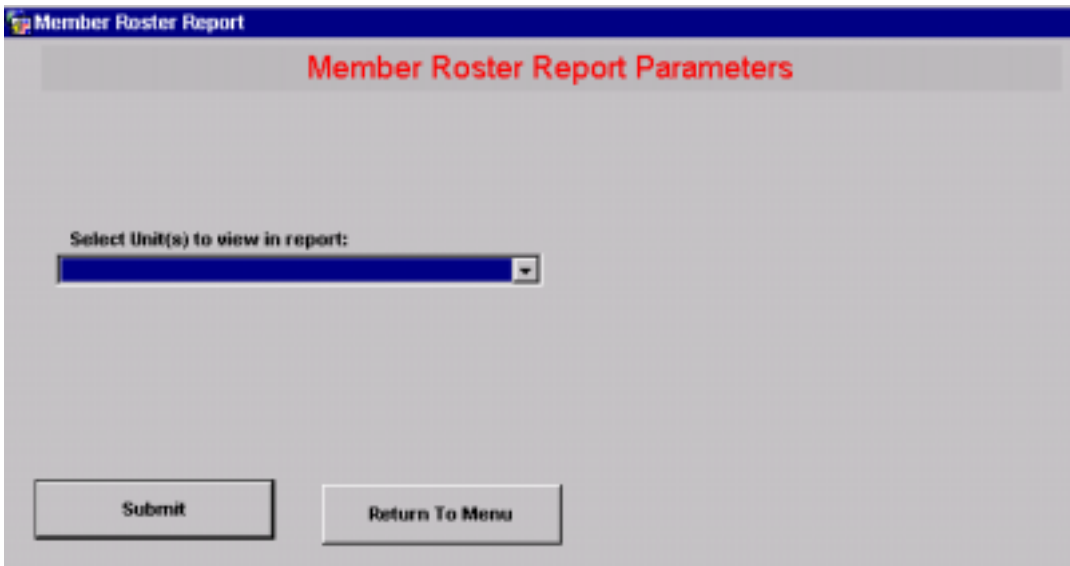
The Member Roster button allows you to run a report on the Member Roster by unit and Return to the Main Menu. Perform the following steps to run an E-mail Directory report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Member Roster Report Parameters screen similar to the following appears:*



The screenshot shows a web application window titled "Member Roster Report". Below the title bar, the text "Member Roster Report Parameters" is displayed in red. A label "Select Unit(s) to view in report:" is positioned above a blue drop-down menu. At the bottom of the window, there are two buttons: "Submit" and "Return To Menu".

**Figure 9-15 Member Roster Report Parameters Screen**

**Step 3:** Click the arrow for the drop-down list. Click the desired unit.

*The unit appears in the box.*

**Step 4:** Click **Submit**.

*The Member Roster screen similar to the following appears:*



The screenshot shows the "Member Roster" screen for the "UNITED STATES COAST GUARD AUXILIARY" on "130-07-01 LONGVIEW". It features a table with member information, including Emp Id, Name, Address, and various contact details.

Emp Id	Name	Address	ST	VE	IN	SC	AO	Home Number	Work Number
1173249	BRONSON, STEVEN C	5385 KEMPS RIV DR SUITE 107-2 VIRGINIA BEACH	VA	23464	BQ				(757) 436-9526 (906) 999-9999
1173889	BURN, THOMAS E. E	2660 S.E. LOCKS RD. DAYTON	OR	97114	BQ			(503) 864-2049	(503) 434-7501
1183009	CLARK, STEPHEN A	165 NORTH 12TH ST HELENS	OR	97051	BQ			(503) 366-3068	(503) 367-5306
1185349	COWAN, CHAD A	264 S. 12TH STREET ST. HELENS	OR	97051	BQ			(503) 367-3994	
1173584	CZARNECKI, LESLIE W	3329 OLYMPIA WAY LONGVIEW	WA	98632	AX	90 X	90	(360) 577-1863	
1173754	CZARNECKI, WILLIAM J	1115 WOOD AVE #13 KELSO	WA	98626	BQ	97 X	97 X	(360) 636-4780	
1173646	DAVIDSON, JANET R	724 WINLOCK-VADER RD WINLOCK	WA	98596	BQ			(360) 785-0365	
1173294	DAVIDSON, ROBERT L	724 WINLOCK-VADER RD WINLOCK	WA	98596	AX			(360) 785-0365	
1183049	DIGUSTINO, MICHAEL A	PO BOX 867 VANCOUVER	WA	98666	BQ			(360) 690-0806	
1183352	FISH, ROBERT W	74893 MALE LANE RAINIER	OR	97048	BQ			(503) 566-4164	
1174199	GULBRANDSON, DANIEL C	PO BOX 83525 PORTLAND	OR	97283	BQ	91 X		(503) 285-5990	(503) 283-5558
1167472	HEID, ERIC A	13348 SOLBERG RD SE YELM	WA	98579	BQ			(360) 458-8914	(800) 788-5042
1175444	HOUSTON, DAVID T	300 SE GOODNIGHT AVE SPC CORVALLIS	OR	97333	BQ			(503) 888-0131	(503) 387-9006
1173619	INMAN, LLOYD V	1480 WESTSIDE HWY #6 KELSO	WA	98626	AX	87 X		(360) 425-3671	
1174150	JOHNS, KIMBERLY A	P. O. BOX 1071 ST. HELENS	OR	97051	BQ		86 X 00 X	(503) 366-1339	(800) 247-8070
1172497	JOHNSON, GEORGE S	474 S. 7TH ST HELENS	OR	97051	BQ			(503) 377-5306	(503) 367-0758
1186390	KENDALL, STEPHANIE A	800 4TH AVE N. KELSO	WA	98626	BQ			(360) 425-7940	(360) 423-0452
1174140	KNOWLES, LARRY C	800 N 4TH AVE KELSO	WA	98626	BQ	01 X		(360) 425-7940	(503) 387-2511
1174935	LYNCH, AUDRY L	PO BOX 601 CATHLAMET	WA	98012	BQ		89 96 X	(360) 795-3220	
1173544	LYNCH, JAMES N	PO BOX 601 CATHLAMET	WA	98012	BQ		89 96 X	(360) 795-3220	
1175178	MCBURNIEY, BARBARA A	PO BOX 1368 RAINIER	OR	97048	BQ			(503) 726-4297	
1175799	MCBURNIEY, JOHN J	PO BOX 1368 RAINIER	OR	97048	BQ			(503) 726-4297	
1184849	MCNARY, SHARON L	1209 BLOYD ST. KELSO	WA	98626	BQ			(360) 423-8896	


**Figure 9-16 Member Roster Screen**

**Step 5:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.9 Return To Menu

The Return to Menu button allows you to return to the AUXDATA Main Menu. Perform the following steps to return to the AUXDATA Main Menu:

**Step 1:** From the AUXDATA Main Menu, click the  button.


*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The AUXDATA Main Menu screen appears.*

## 9.10 Log Activity Summary

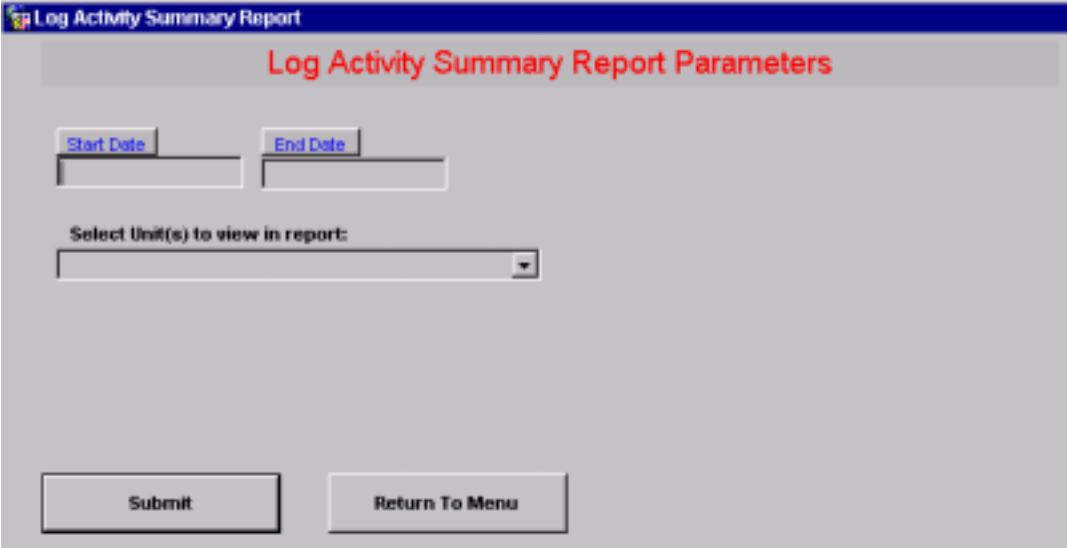
The Log Activity Summary button allows you to run a report on log activity summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Log Activity Summary report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Log Activity Summary Report Parameters screen similar to the following appears:*



**Figure 9-17 Activity Log Summary Report Parameters Screen**



**Step 3:**Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Log Activity Summary screen similar to the following appears:*

**Log Activity Summary**  
130-07-06 HAYDEN ISLAND

Reporting Period: 01 JAN 2002 Through: 31 DEC 2002  
Days in Period: 365 Hours in Period: 8760

Resource Class: RAD  
HTN's Unit: 130-07-06  
Resource Type: MOBILE  
Hull/Tail Number: NM13CF

First Entry Date	Last Entry Date	Number of Log Entries	Date of CO's First Approval	Total CO Approval Count
24-FEB-2002 04:00	24-FEB-2002 04:00	1		0


**Figure 9-18 Log Activity Summary Screen**

**Step 4:**Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.11 Activity By State

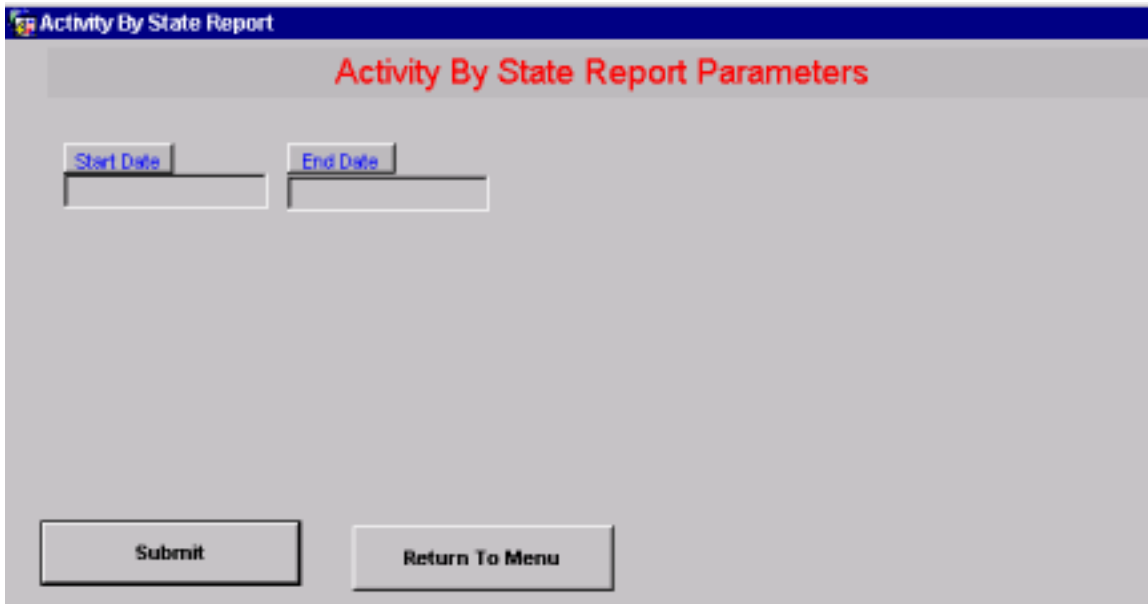
The Activity By State button allows you to run a report on log activity summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Activity By State report:

**Step 1:**From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Activity By State Report Parameters screen similar to the following appears:*



The screenshot shows a web interface titled "Activity By State Report Parameters". It features two input fields labeled "Start Date" and "End Date" with blue text above them. At the bottom, there are two buttons: "Submit" and "Return To Menu".

**Figure 9-19 Activity By State Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Click **Submit**.

*The Activity By State screen similar to the following appears:*



The screenshot shows a report titled "Activity By State" for the period 01-DEC-01 through 02-DEC-01. It includes the United States Coast Guard Auxiliary logo. The report is a table with the following columns: STATE, AUX/FAC IN STATE, TOTAL AUX PATROLS NO./HOURS, PATROLS ON S/S WATERS NO./HOURS, NO. PEC ENROLLEES BY TYPE OF COURSE (1-L, MULT-L, ST-CRS), AUXILIARY NO. ASSTS/ PRSNS SAVD, ASSIST DATA PRSNS ASSTD/ VALUE x \$1000, and VSC GIVEN. The data is presented for states AK, AL, AR, AZ, CA, CO, and CT, with two rows of data for each state.

STATE	AUX/FAC IN STATE	TOTAL AUX PATROLS NO./HOURS	PATROLS ON S/S WATERS NO./HOURS	NO. PEC ENROLLEES BY TYPE OF COURSE			AUXILIARY NO. ASSTS/ PRSNS SAVD	ASSIST DATA PRSNS ASSTD/ VALUE x \$1000	VSC GIVEN
				1-L	MULT-L	ST-CRS			
AK	374	3	1	1	0	1	5	5	0
	80	144	45				3	50	
AL	407	0	0	0	0	0	0	0	0
	116	0	0				0	0	
AR	222	0	0	0	0	0	0	0	0
	56	0	0				0	0	
AZ	321	0	0	0	0	0	0	0	0
	67	0	0				0	0	
CA	3,377	24	2	0	2	0	10	5	2
	478	1,002	96				3	50	
CO	115	2	0	0	0	0	1	0	0
	30	96	0				0	0	
CT	592	1	0	0	0	0	0	0	0
	85	19	0				0	0	


**Figure 9-20 Activity By State Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.12 Sailing List Detail

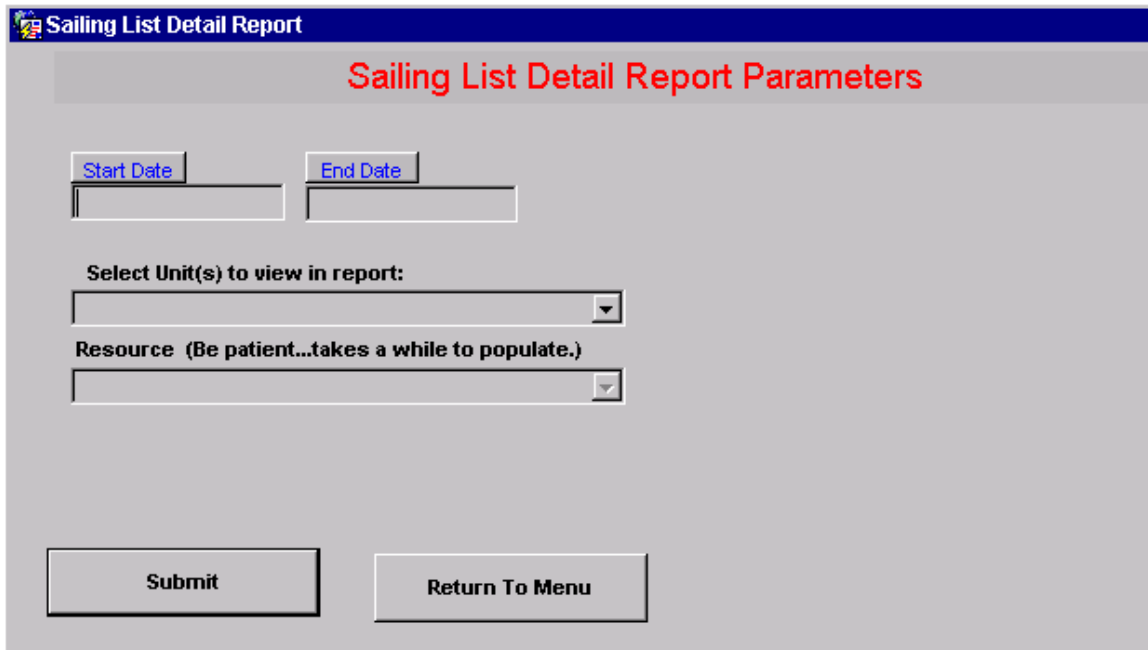
The Sailing List Detail button allows you to run a report on sail list detail from the Start Date, End Date, Resource and Return to the Main Menu. Perform the following steps to run a Sailing List Detail report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Sailing List Detail Report Parameters screen similar to the following appears:*



**Figure 9-21 Sailing List Detail Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Click the drop-down list box for the desired unit and then the desired resource. Click **Submit**.

*The Sailing List Detail screen similar to the following appears:*

**Sailing List Detail**  
130-07-01 LONGVIEW

Reporting Period: 01 DEC 2001 Through: 02 DEC 2002  
Days in Period: 367 Hours in Period: 8808

Unit Number: 130-07-01  
Resource Type Code: CC  
Start Date: 12-NOV-2001 05:00  
Employment Category: AFAM

Activity	U/W	Operation:	Status: A	Sub-Activity: OPS	OPCON: 130	Description	SSN	Mission AP
Crewmember								
BANNON, PATRICIA A						CO-PILOT	6684	
AXINN, RICHARD						FIRST PILOT	6612	
ARNOLD, ROBERT L						PILOT TRAINEE	6923	
DREHER, ANGELA R						INSTRUCTOR	2736	
BANEY, JOE E						QUALIFICATION EXAMINER	1810	
BALKEMA, DOUGLAS R						CR TRAINEE	7873	

Start Date: 01-JAN-2002 11:00  
Employment Category: AFAM

Activity	U/W	Operation:	Status: A	Sub-Activity: OPS	OPCON: 130	Description	SSN	Mission SP
Crewmember								
BARTLETT, RONALD L						COXSWAIN	4348	
ANDERSON, KENNETH T						CR TRAINEE	8373	

Start Date: 01-FEB-2002 17:00  
Employment Category: AFAM

Activity	U/W	Operation:	Status: A	Sub-Activity: OPS	OPCON: 130	Description	SSN	Mission 001
Crewmember								
BARTLETT, RONALD L						COXSWAIN	4348	
BALL, MAX E						CR TRAINEE	7864	


**Figure 9-22 Sailing List Detail Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

### 9.13 Daily Sailing List

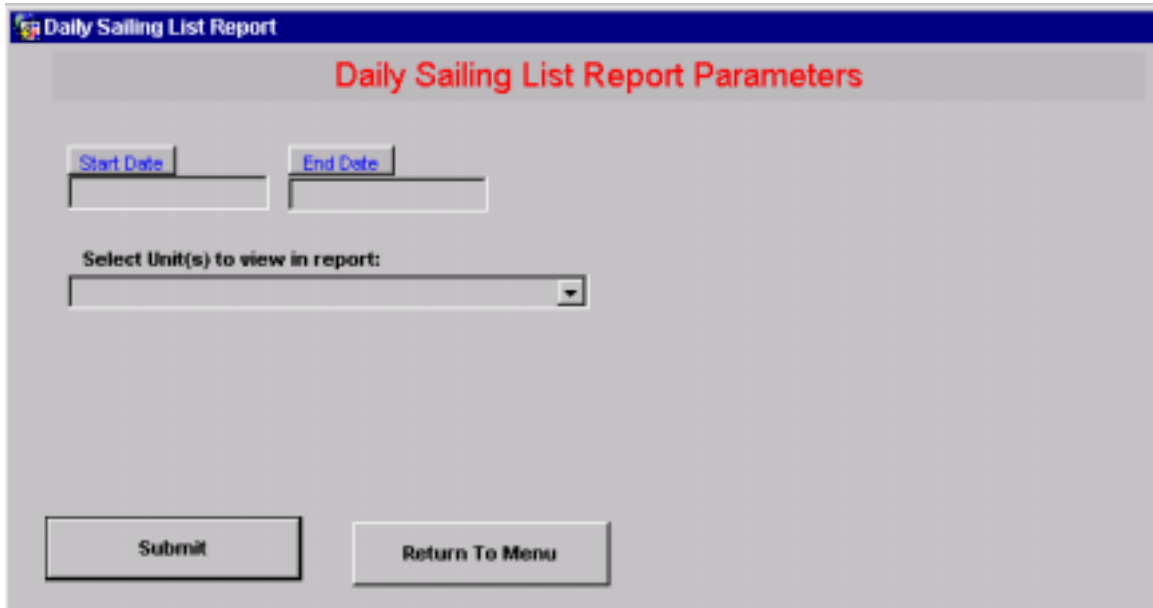
The Daily Sailing List button allows you to run a report on a daily sail list from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Daily Sailing List report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Daily Sailing List Report Parameters screen similar to the following appears:*



Daily Sailing List Report

**Daily Sailing List Report Parameters**

Start Date End Date

Select Unit(s) to view in report:

Submit Return To Menu

**Figure 9-23 Daily Sailing List Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Daily Sailing List screen similar to the following appears:*




**Figure 9-24 Daily Sailing List Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

### 9.14 Underway Resource Hours

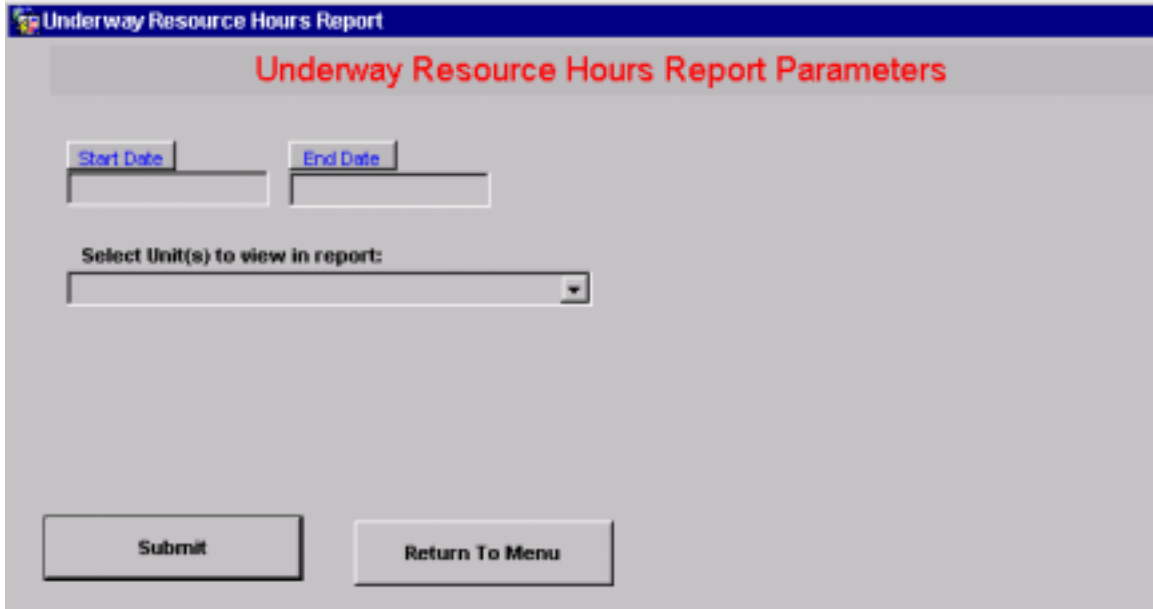
The Underway Resource Hours button allows you to run a report on an underway resource hours from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Resource Hours report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Underway Resource Hours Report Parameters screen similar to the following appears:*

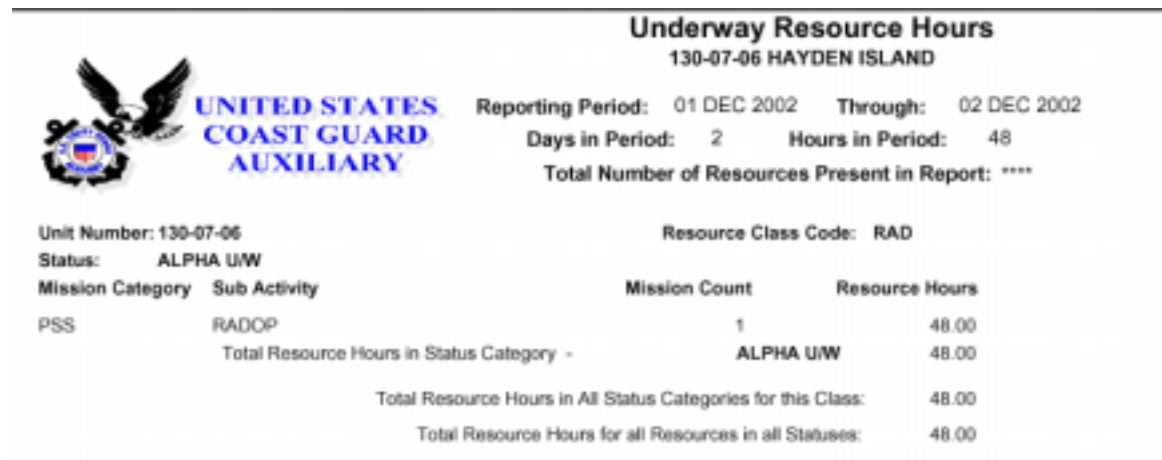


The screenshot shows a web application window titled "Underway Resource Hours Report". Below the title bar, the main heading "Underway Resource Hours Report Parameters" is displayed in red. The form contains two input fields for "Start Date" and "End Date", each with a small blue button above it. Below these is a dropdown menu labeled "Select Unit(s) to view in report:". At the bottom of the form are two buttons: "Submit" and "Return To Menu".

**Figure 9-25 Underway Resource Hours Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Underway Resource Hours Screen similar to the following appears:*



The screenshot displays the "Underway Resource Hours" report for Unit 130-07-06 HAYDEN ISLAND. The report includes the United States Coast Guard Auxiliary logo and the following details:

- Reporting Period: 01 DEC 2002 Through: 02 DEC 2002
- Days in Period: 2 Hours in Period: 48
- Total Number of Resources Present in Report: \*\*\*\*
- Unit Number: 130-07-06
- Status: ALPHA U/W
- Resource Class Code: RAD

Mission Category	Sub Activity	Mission Count	Resource Hours
PSS	RADOP	1	48.00
Total Resource Hours in Status Category - ALPHA U/W			48.00
Total Resource Hours in All Status Categories for this Class:			48.00
Total Resource Hours for all Resources in all Statuses:			48.00


**Figure 9-26 Underway Resource Hours Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.15 Days Underway

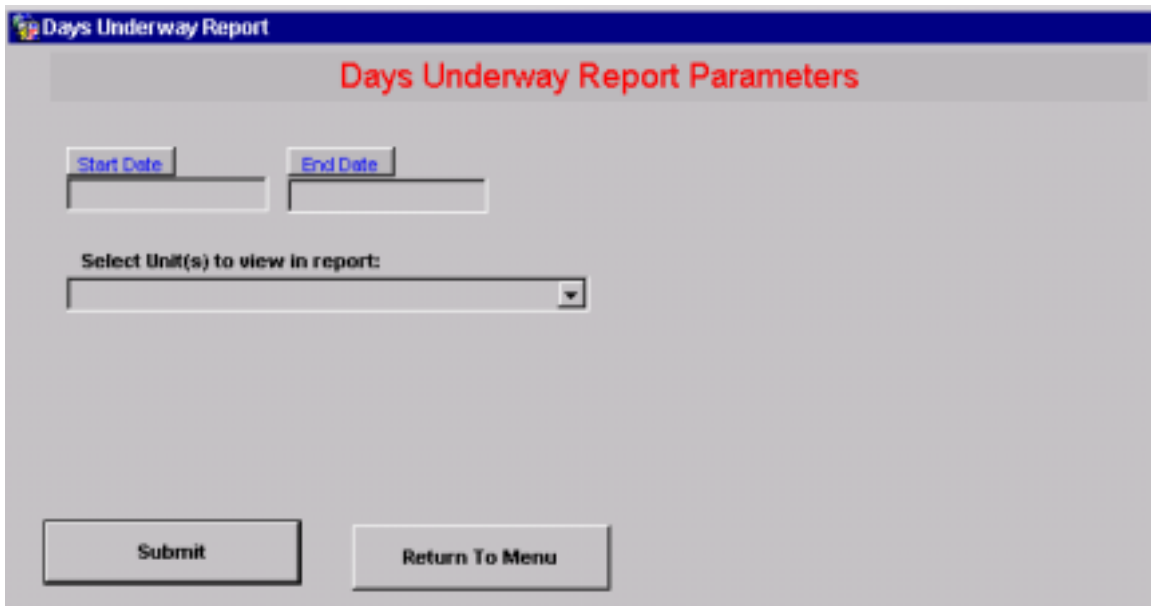
The Days Underway button allows you to run a report on the days the vessel is underway from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Days Underway report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Days Underway Report Parameters screen similar to the following appears:*



Days Underway Report

**Days Underway Report Parameters**

Start Date End Date

Select Unit(s) to view in report:

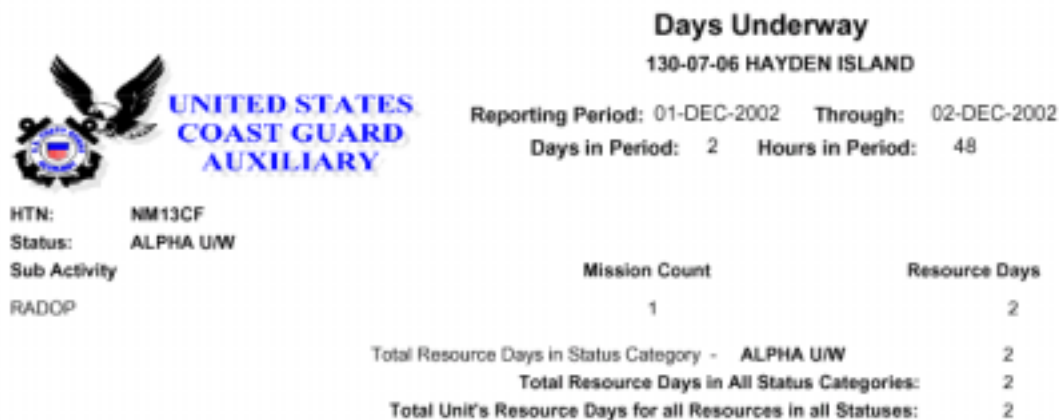
Submit Return To Menu

**Figure 9-27 Days Underway Report Parameters Screen**



**Step 3:** Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Days Underway screen similar to the following appears:*



The screenshot shows the 'Days Underway' report for the United States Coast Guard Auxiliary. The title is 'Days Underway' with the unit '130-07-06 HAYDEN ISLAND'. The reporting period is from 01-DEC-2002 to 02-DEC-2002, with 2 days and 48 hours in the period. The unit's HTN is NM13CF, Status is ALPHA U/W, and Sub Activity is RADOP. A table shows a mission count of 1 and resource days of 2. Summary statistics at the bottom show 2 total resource days for the ALPHA U/W status category, 2 total resource days in all status categories, and 2 total unit resource days for all resources in all statuses.

Mission Count	Resource Days
1	2

Total Resource Days in Status Category - ALPHA U/W: 2  
Total Resource Days in All Status Categories: 2  
Total Unit's Resource Days for all Resources in all Statuses: 2


**Figure 9-28 Days Underway Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

### 9.16 Underway Activity and Crew

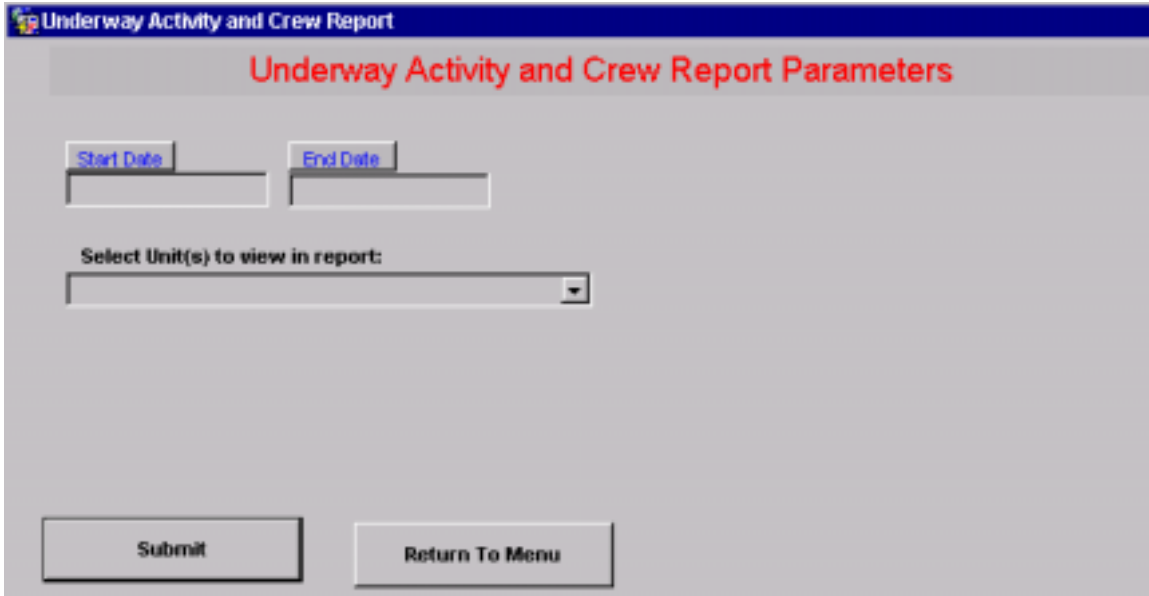
The Underway Activity and Crew button allows you to run a report on underway activity and crew from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Activity and Crew report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.


*The Underway Activity and Crew Report Parameters screen similar to the following appears:*



**Figure 9-29 Underway Activity and Crew Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Underway Activity and Crew screen similar to the following appears:*



Crew	Task	Duration(hrs)
AARON, FRED S	AID VERIFIER	.08
AARON, FRED S	AID VERIFIER	9.25


**Figure 9-30 Underway Activity and Crew Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.17 Underway Crew

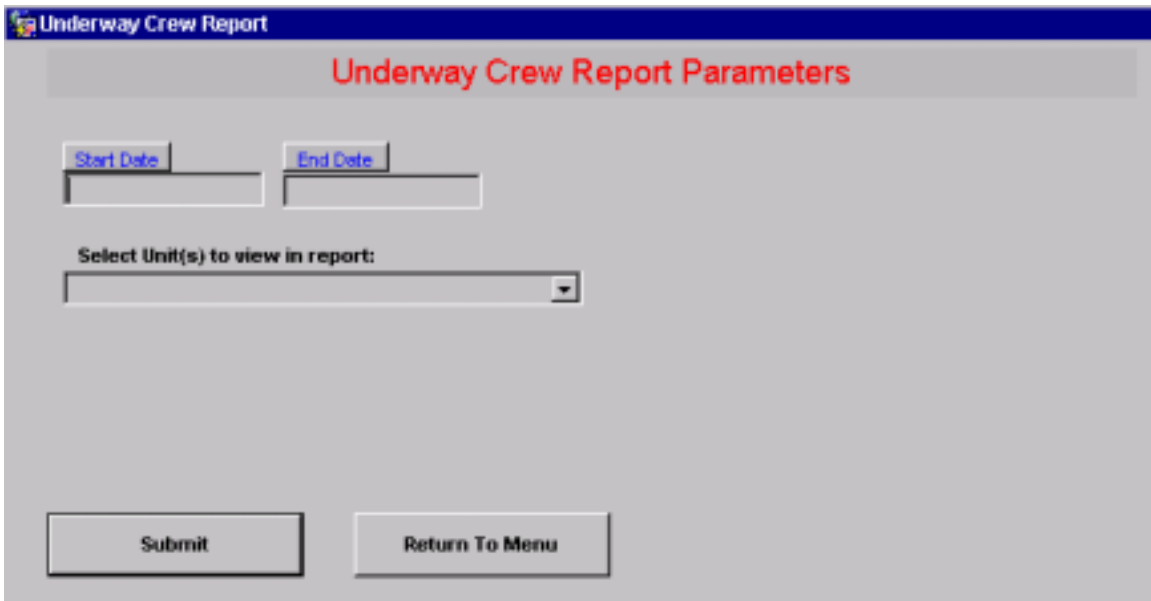
The Underway Crew button allows you to run a report on underway crew from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Underway Crew report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

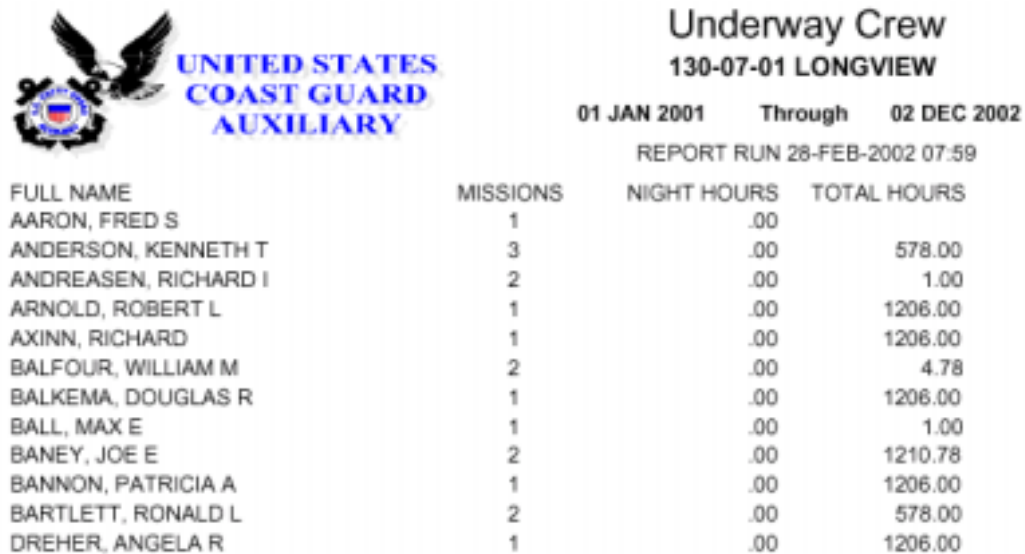
*The Underway Crew Report Parameters screen similar to the following appears:*



**Figure 9-31 Underway Crew Report Parameters Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Select the unit to be viewed. Click **Submit**.

*The Underway Crew screen similar to the following appears:*



FULL NAME	MISSIONS	NIGHT HOURS	TOTAL HOURS
AARON, FRED S	1	.00	
ANDERSON, KENNETH T	3	.00	578.00
ANDREASEN, RICHARD I	2	.00	1.00
ARNOLD, ROBERT L	1	.00	1206.00
AXINN, RICHARD	1	.00	1206.00
BALFOUR, WILLIAM M	2	.00	4.78
BALKEMA, DOUGLAS R	1	.00	1206.00
BALL, MAX E	1	.00	1.00
BANEY, JOE E	2	.00	1210.78
BANNON, PATRICIA A	1	.00	1206.00
BARTLETT, RONALD L	2	.00	578.00
DREHER, ANGELA R	1	.00	1206.00


**Figure 9-32 Underway Crew Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.18 Address and Flotilla Data

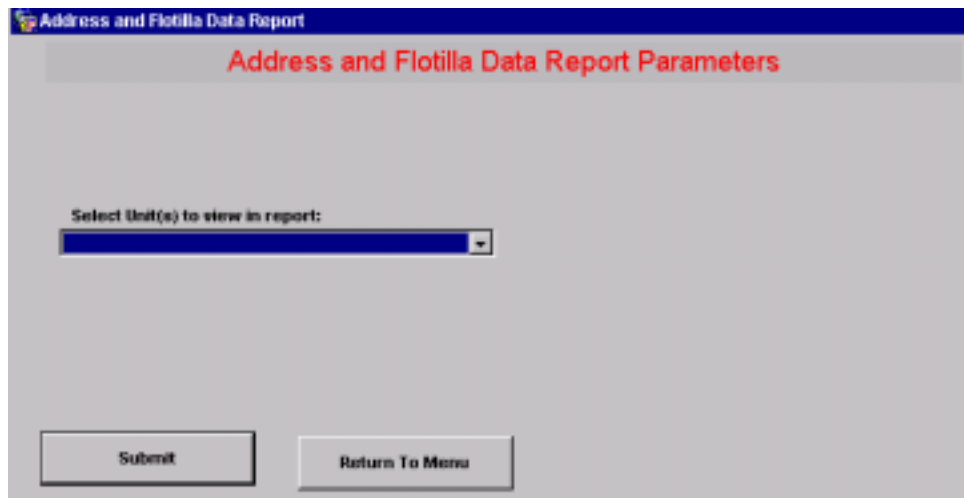
The Address and Flotilla Data button allows you to run a report on the Address and Flotilla Data from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run an Address and Flotilla Data report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Address and Flotilla Data Report Parameters screen similar to the following appears:*




**Figure 9-33 Address and Flotilla Data Report Parameters Screen**

**Step 3:** Click the arrow for the drop-down list. Click the desired unit.

*The unit appears in the box.*

**Step 4:** Click **Submit**.

*The Address and Flotilla Data screen similar to the following appears:*



**UNITED STATES  
COAST GUARD  
AUXILIARY**

# Address And Flotilla Data

## 130-07-01 LONGVIEW

NAME NUMBER ADDRESS CITY/STATE/ZIP	PHONES H: HOME B: BUSINESS F: FAX	BASE ENROLLMENT	OFFICES		FACILITIES		CE DATE
		MEMBER STATUS	CURRENT	PAST	CODE	ID	
BRONSON, STEVEN C 1173249 5386 KEMPS RV DR, SUITE 107-2 VIRGINIA BEACH, VA 23464	B: (757) 426-9526 B: (999) 999-9999	02/16/2000 BQ				N	
BUNN, THOMAS E. E 1173969 2650 S.E. LOCKS RD. DAYTON, OR 97114-7031	H: (503) 864-2049 B: (503) 434-7501 F: (503) 434-7553	11/17/1999 BQ				N	
CLARK, STEPHEN A 1183009 185 NORTH 12TH ST HELENS, OR 97051-1834	H: (503) 366-3068 B: (503) 397-5306	01/28/2001 BQ				N	
COWAN, CHAD A 1185349 284 S. 12TH STREET ST. HELENS, OR 97051-1827	H: (503) 387-3864	04/18/2001 BQ				N	
CZARNECKI, LESLIE W 1173664 3329 OLYMPIA WAY LONGVIEW, WA 98632-4350	H: (360) 577-1863	01/06/1987 AX	FSO-MT FSO-PE IPFC	FC FSO-MT FSO-PE FSO-VE IPFC	VPO	WN7833JG	05/31/2001 07/16/1999


**Figure 9-34 Address and Flotilla Data Screen**

**Step 5:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 9.19 Unit Summary

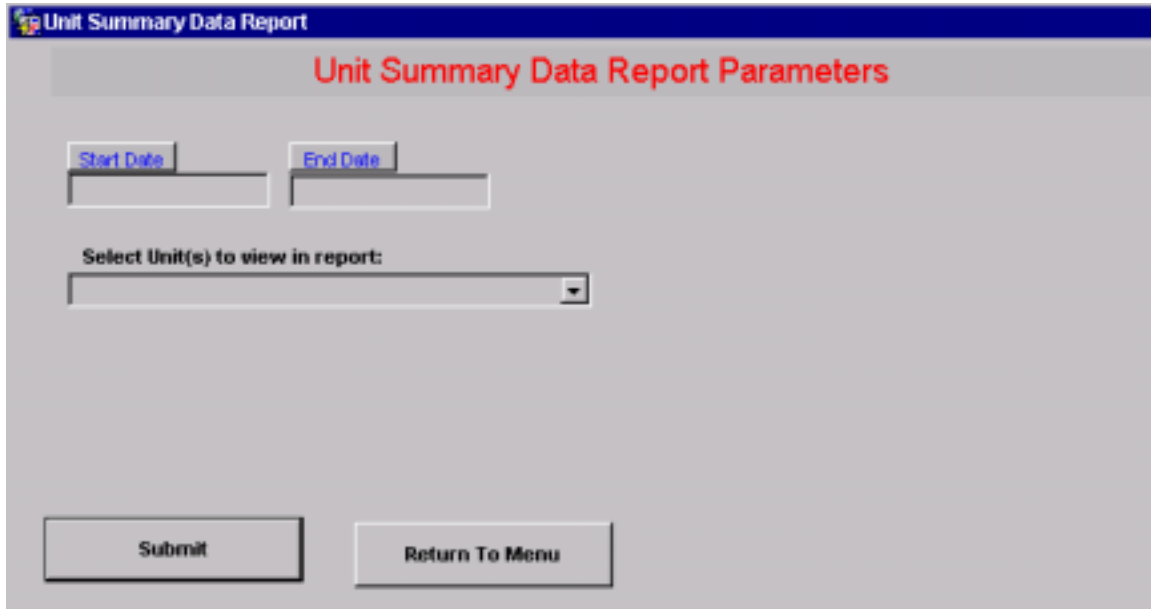
The Unit Summary button allows you to run a report on unit summary from the Start Date to the End Date and Return to the Main Menu. Perform the following steps to run a Unit Summary report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The AUXMIS Reports Screen appears.*

**Step 2:** Click the  button.

*The Unit Summary Data Report Parameters screen similar to the following appears:*




The screenshot shows a web-based form titled "Unit Summary Data Report Parameters". At the top, there is a blue header bar with the text "Unit Summary Data Report". Below this, the main title "Unit Summary Data Report Parameters" is displayed in red. The form contains two date input fields labeled "Start Date" and "End Date". Below these is a dropdown menu labeled "Select Unit(s) to view in report:". At the bottom of the form, there are two buttons: "Submit" and "Return To Menu".

**Figure 9-35 Unit Summary Data Report Parameters Screen**

**Step 3:** Click the arrow for the drop-down list. Select the unit to be viewed. Click the desired unit.

*The Unit Summary Data screen similar to the following appears:*

		Unit Summary Data				130-07-01 LONGVIEW			
		01-JAN-2002 TO 27-FEB-2002							
MEMBERSHIP DATA				OPERATIONS		VESSEL EXAMINATIONS			
MEMBER DATA	#	PATROLS	HRS	#	ACTIVITY	#			
NEW ENROLLEES	0	SAFETY	0	0	COURTESY EXAMINERS	0			
DISMR + OTHS	0	REGATTA	0	0	MARINE DEALER VISITORS	0			
BQ + AX	33	CHART	0	0	FISHING VES. EXAMINER	0			
BQ	20	AIR	0	0					
AX	5	MEP	0	0	VSCS GIVEN	0			
RETIRED	4	CG SUPPORT	0	0	MD VISITS	0			
NEW RETIRED	0	OTHER OPS MSN	11	1	FISHING VES. EXAM	0			
TRAINING									
NEW BQ	0	NEW BQOP	1	ASSISTS	3	TOTAL OP. SURFACE FAC.	5		
NEW EAB	0	NEW VE	0	LIVES SAVED		TOTAL SURFACE FAC.	5		
NEW MDV	0	NEW CPVE	0	PERSONS ASSTD		TOTAL OP. AIR FAC.	0		
NEW APC	0	NEW AIR OP	0	PROPERTY VALUE (000)	1	TOTAL AIR FAC.	0		
NEW SC SPE	0	NEW AX	0	CREW	5	TOTAL COMM. FAC.	4		
MT SESSIONS	0	MT HOURS	0	COXSWAIN	4				
SPECIALTY COURSES									
ADMIN	0	GE		0	COURSE	#	GIVEN		
COMMS	0	AIR OBSERVERS		0	BSAS (B-L)	0			
PATROLS	0	CO-PILOTS		0	BSAS (T-H)	0			
NAVIGATION (A)	0	FIRST PILOTS		0	BSAS (F TO H)	0			
NAVIGATION (B)	0	AIRCRAFT CMDR		0	BSAS (I0 TO I2L)	0			
SAR	0				BCN	0			
SEAMANSHIP	0				ACH	0			
WEATHER	0				NATL. BOARD AUTH. (1 LESSON COURSES)	0			
					ON THE WATER TRAINING	0			

**Figure 9-36 Unit Summary Data Screen**

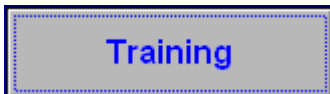
**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

## 10. TRAINING

The Training button allows you to insert, update, and delete tasks and competencies, insert and update assignments, capture tasks, view references, and insert, update, and delete certifications using the Training Management Tool (TMT) Screen. The following sections elaborate on the specific buttons the TMT allows. Perform the following step to access TMT:

### 10.1 Accessing TMT



**Step 1:** Click the button from the AUXDATA Main Menu.

*The Training Management Tool Main Menu similar to the following appears:*



**Figure 10-1 Training Management Tool Main Menu**



## 10.2 Assignments

The Assignments menu option allows you to assign competencies to units, tasks to competencies, and competencies to people.

### 10.2.1 Assign Competencies to Units

Perform the following steps to assign competencies to units:

**Step 1:** From the TMT Main Menu, click the **Assignments** button.

**Step 2:** Click the **ASSIGN COMPETENCIES TO UNITS** button.

*The Unit Selection screen similar to the following appears:*

Select	Level	Unit Number	Unit Name	St...
<input checked="" type="checkbox"/>	NATL	0 - - -	AUXILIARY NATIONAL UNIT	DC
<input type="checkbox"/>	DIST	001- - -	TEST001	
<input type="checkbox"/>	DIV	001-01- -	TEST00101	
<input type="checkbox"/>	FLOT	001-01-01-	TEST0010101	
<input type="checkbox"/>	DIST	081- - -	ALLIGATOR DISTRICT	AL
<input type="checkbox"/>	DIV	081-01- -	NMV FLA SE ALA SSW GA	FL
<input type="checkbox"/>	FLOT	081-01-20-	TEST FLOTILLA TWO	AS
<input type="checkbox"/>	FDET	081-01-20-001	TEST DETACHMENT	FL
<input type="checkbox"/>	FLOT	081-01-48-	UNIT RES TEST II	
<input type="checkbox"/>	FLOT	081-01-48-	UNIT RES TEST IV	
<input type="checkbox"/>	FLOT	081-01-49-	UNIT RES TEST V	
<input type="checkbox"/>	FLOT	081-01-75-	TEST OFFICERS 75	
<input type="checkbox"/>	FLOT	081-01-76-	TEST FOR OFFICER INSERT	
<input type="checkbox"/>	FLOT	081-01-77-	TEST FOR OFFICER INSERT	
<input type="checkbox"/>	FLOT	081-01-79-	K-JAD FIVE TEST	CA

Select All      Return to Menu

**Figure 10-2 Unit Selection Screen**

**Step 3:** Select the check boxes for the unit (s) you wish to assign competencies.

*The Units are checked.*

**Step 4:** Click the **Assignments** tab.

*The Assignments screen similar to the following appears:*

The screenshot shows the 'ASSIGNMENTS' screen with a red header. It has two tabs: 'Units' and 'Assignments', with 'Assignments' being the active tab. At the top left, 'Unit Listings' shows two entries: '081-01-79- K-JAD FIVE TEST' and '081-01-90- K-TEST FLOTILLA'. To the right is a 'Return to Menu' button and a red note: 'RED means competency cannot be removed except by assigning unit.' Below the unit listings are two main columns: 'Available Competencies' and 'Assigned Competencies'. The 'Available Competencies' list includes 'WORKSHOP 10 - HISTORICAL', 'WORKSHOP 7 - HISTORICAL', and 'WORKSHOP ME - HISTORICAL'. The 'Assigned Competencies' list includes 'AID TO NAVIGATION (MTCN) TECHNICIAN', 'AID TO NAVIGATION VERIFIER', 'AIR CO-PILOT', 'AIR CREW', 'AIR FIRST PILOT', 'AIR OBSERVER', 'AIRCRAFT COMMANDER', 'AUXOP', 'BASIC BOATING COURSE', 'BOAT CREW COXSWAIN', 'BOAT CREW CREWMEMBER', and 'COMMERCIAL FISHING VESSEL EXAMINER'. Between these columns are three buttons: '>', '<', and '<<'. At the bottom, there are two detail sections. The left section, 'Details for the last highlighted Available Competency:', shows 'Short Title' as 'MVS10', 'Reference' as 'USCG AUXILIARY', 'Training Type' as 'General Training', and 'Category' as 'GENERAL'. The right section, 'Details for the last highlighted Assigned Competency:', shows 'Short Title' as 'NE', 'Reference' as 'COMDTINST M16798.3D', 'Training Type' as 'Currency Maint. Tasks', and 'Category' as 'BOAT'.

**Figure 10-3 Assignments Screen**

**Step 5:** Click the competency desired under **Available Competencies**. Click .

*The selected competencies are moved from the Available Competencies to Assigned Competencies.*

## 10.2.2 Assign Tasks to Competencies

Perform the following steps to assign tasks to competencies:

**Step 1:** From the TMT Main Menu, click the **Assignments** button.

**Step 2:** Click the **ASSIGN TASKS TO COMPETENCIES** button.

*The Competencies Selection screen appears.*

Select	Short Title	Competency Description	Category
<input checked="" type="checkbox"/>	NE	AID TO NAVIGATION (MTCN) TECHNICIAN	BOAT
<input type="checkbox"/>	AV	AID TO NAVIGATION VERIFIER	BOAT
<input type="checkbox"/>	AIRCP	AIR CO-PILOT	AIR
<input type="checkbox"/>	AIRCREW	AIR CREW	AIR
<input type="checkbox"/>	AIRFP	AIR FIRST PILOT	AIR
<input type="checkbox"/>	AIROBS	AIR OBSERVER	AIR
<input type="checkbox"/>	AIRAC	AIRCRAFT COMMANDER	AIR
<input type="checkbox"/>	AUXOP	AUXOP	GEN
<input type="checkbox"/>	BBC	BASIC BOATING COURSE	GEN
<input type="checkbox"/>	BCCOX	BOAT CREW COXSWAIN	BOAT
<input type="checkbox"/>	BCCREW	BOAT CREW CREWMEMBER	BOAT
<input type="checkbox"/>	CFVE	COMMERCIAL FISHING VESSEL EXAMINER	GEN
<input type="checkbox"/>	INSP	COMPLETED PILOT INSPECTION	AIR
<input type="checkbox"/>	TYPEATP	FAA AIR TRANSPORT PILOT	AIR
<input type="checkbox"/>	TYPECOMM	FAA COMMERCIAL PILOT	AIR

Return to Menu

**Figure 10-4 Competencies Selection Screen**

**Step 3:** Select the check boxes for the competencies you wish to assign tasks for.


*The competencies are checked.*

**Step 4:**Click the **Assignments** tab.

*The Assignments Selection screen similar to the following appears:*

[illegible]

### Figure 10-5 Assignments Selection Screen

**Step 5:** Click the Available Tasks you wish to assign. Click .

*The selected tasks are moved from the Available Tasks to Assigned Tasks.*

### 10.2.3 Assign Competencies to People

Perform the following steps to assign competencies to people:

**Step 1:** From the TMT Main Menu, click the **Assignments** button.

**Step 2:** Click the **ASSIGN COMPETENCIES TO PEOPLE** button.

*The Members Selection screen similar to the following appears:*

Select	Last Name	First Name	MI	Suffix
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Search by Last Name

**Figure 10-6 Members Selection Screen**

**Step 3:** Select the check boxes for the members you wish to assign competencies to.

*The members are checked.*

**Step 4:** Click the **Assigned Competencies** tab.

*The Assigned Competencies screen similar to the following appears:*

Members		Assigned Competencies	
Selected Members			

Short Title	Available Competencies		Assigned Competencies*
APC	ADMINISTRATIVE PROCEDURES (APC)		
NE	AID TO NAVIGATION (MTCN) TECHNICIAN		
AV	AID TO NAVIGATION VERIFIER		
AIRCP	AIR CO-PILOT		
AIRCREW	AIR CREW		
AIRFP	AIR FIRST PILOT		
AIROBS	AIR OBSERVER		
AIROPS(WK-4)	AIR OPERATIONS WORKSHOP		
AIRAC	AIRCRAFT COMMANDER		
ATO(WK-14)	ATON / AV WORKSHOP		
AUXOP	AUXOP		
BBC	BASIC BOATING COURSE		
BCCOX	BOAT CREW COXSWAIN		
BCCREW	BOAT CREW CREWMEMBER		
CC(WK-08)	CAREER COUNSELOR WORKSHOP		

Return to Menu

\* RED means competency cannot be removed except by assigning unit.


### Figure 10-7 Assigned Competencies Screen

**Step 5:**Click the Selected Member(s) desired.

*The member selected is highlighted.*

**Step 6:** Select the competencies you wish to assign, under Available Competencies.

*The Available Competencies are highlighted.*


**Step 7:** Click .

*The selected competencies are moved from the Available Competencies to Assigned Competencies, and are assigned to the selected members.*

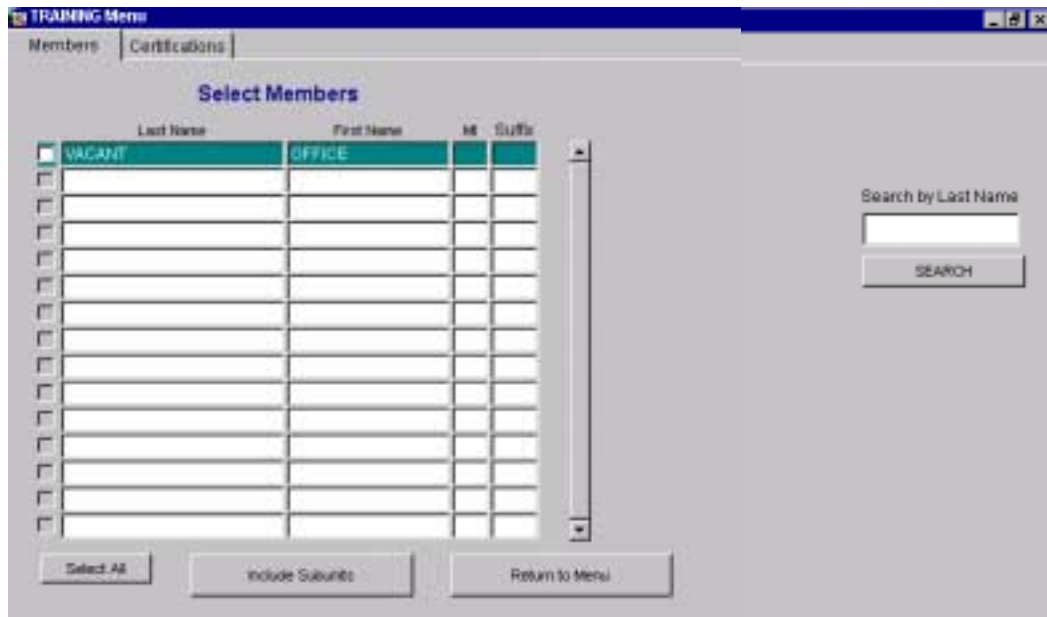
### 10.3 Certifications

The Certifications menu option allows you to view individual certifications for your units' and subordinate units' crewmembers. Perform the following steps to view certifications:

**Step 1:** From the TMT Main Menu, click the **Assignments** button.

**Step 2:** Click the  button.

*The Members Selection screen appears, displaying members at your unit:*



	Last Name	First Name	MI	Suffix
<input checked="" type="checkbox"/>	VACANT	OFFICE		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

**Figure 10-8 Members Selection Screen**

**Step 3:** Select the check boxes for the members whose certification you wish to view.

*The member selected is highlighted.*

**Step 4:**Click the **Certifications** tab.

*The Certifications screen appears, displaying Uncertified and Certified Competencies on selected crewmembers:*

Oracle Developer Forms Runtime - Web

Action Edit Query Clear Window

TRAINING Menu

Members Certifications

**Selected Members**

Last Name	First Name	MI	Suffix
VACANT	OFFICE		

**All Uncertified Assigned Competencies**

Reason	Short Title	Description

**Certifications**

Description	Cert Date	Calendar Button
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X

Return to Menu

Record: 1/1 ... <OSC>

**Figure 10-9 Certifications Screen**

**Step 5:**Click the Selected Member desired.


*The member selected is highlighted.*

**Step 6:**Click the Uncertified Assigned Competencies desired.

*The selected Uncertified Assigned Competencies are highlighted.*

**Step 7:**Click .

*The selected competencies are moved from the All Uncertified Assigned Competencies to Certifications.*

**Step 8:**Click the Calendar button (). Select the date and click **OK**.

*The Cert Date is entered and saved.*

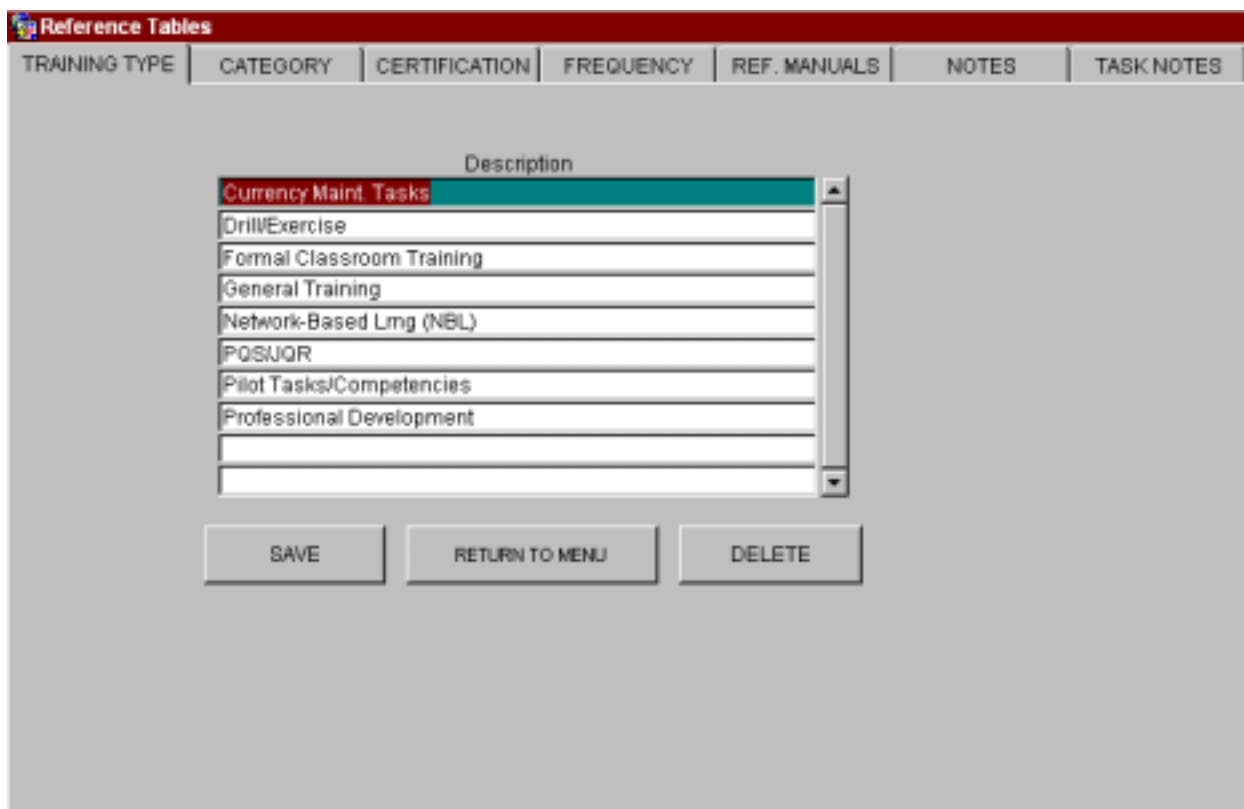


## 10.4 Reference Tables

The Reference Tables menu option allows you to insert and delete the following: training type, category, certification, frequency, reference manuals, notes, and task notes for reference. This section provides instructions for performing these tasks. Perform the following step to access the Reference Tables feature:

**Step 1:** Click the  button.

*The Reference Tables screen similar to the following appears:*



**Figure 10-10 Reference Tables Screen**

### 10.4.1 Training Type

Perform the following steps to insert and delete training type descriptions:

**Step 1:** Click the  button.

**Step 2:** Click the next available text box on the Training Type screen. Enter the information for the new training type description. Click **Save**.

*The new Training Type is entered and saved.*

**Step 3:** Click the Training Type description to be deleted. Click **Delete**.

*The Training Type description is deleted.*

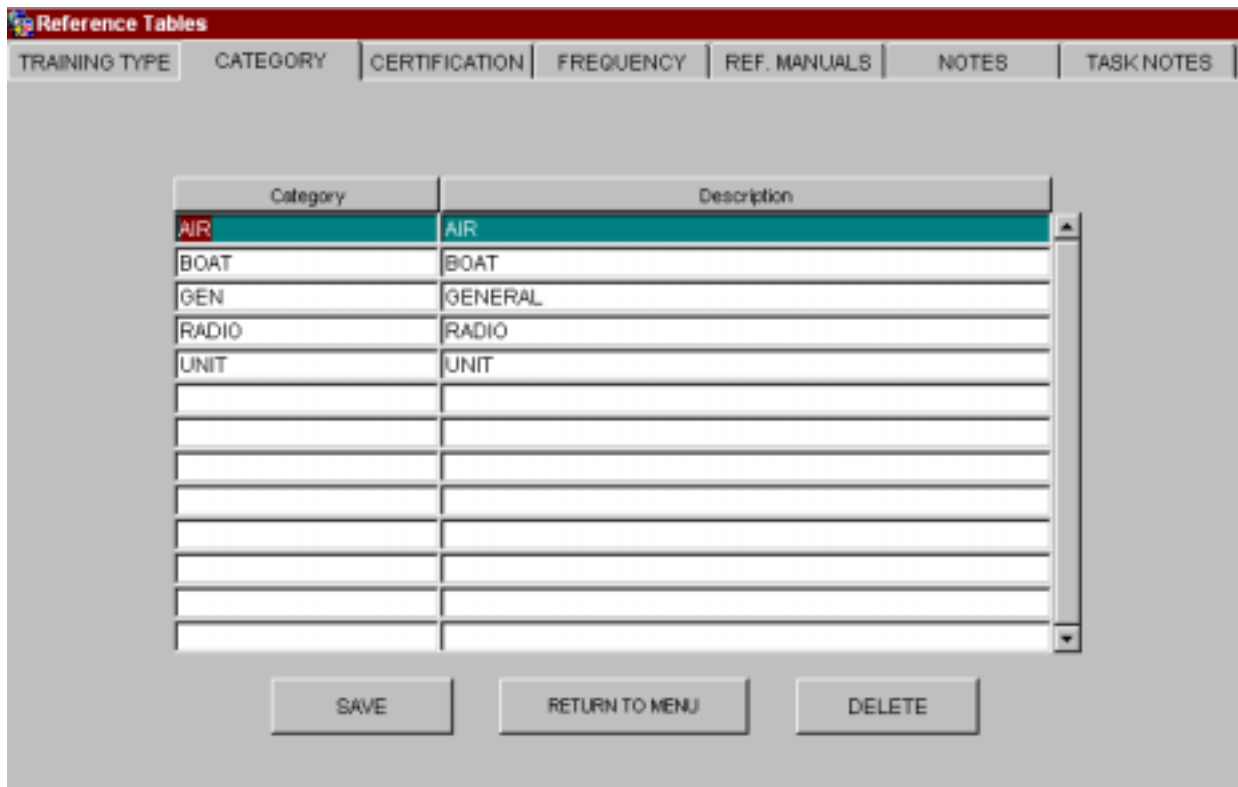
### 10.4.2 Category

Perform the following steps to insert and delete categories:

**Step 1:** Click the  button.

**Step 2:** Click the **Category** tab.

*The Category screen similar to the following appears:*



Category	Description
AIR	AIR
BOAT	BOAT
GEN	GENERAL
RADIO	RADIO
UNIT	UNIT

SAVE RETURN TO MENU DELETE

**Figure 10-11 Category Screen**

**NOTE:** If you wish to delete a category, skip to Step 4.

**Step 3:** Click the next available text box on the Category screen. Enter the information for the new category and description. Click **Save**.

*The new Category is entered and saved.*

**Step 4:** Click the Category to be deleted. Click **Delete**.

*The Category is deleted.*

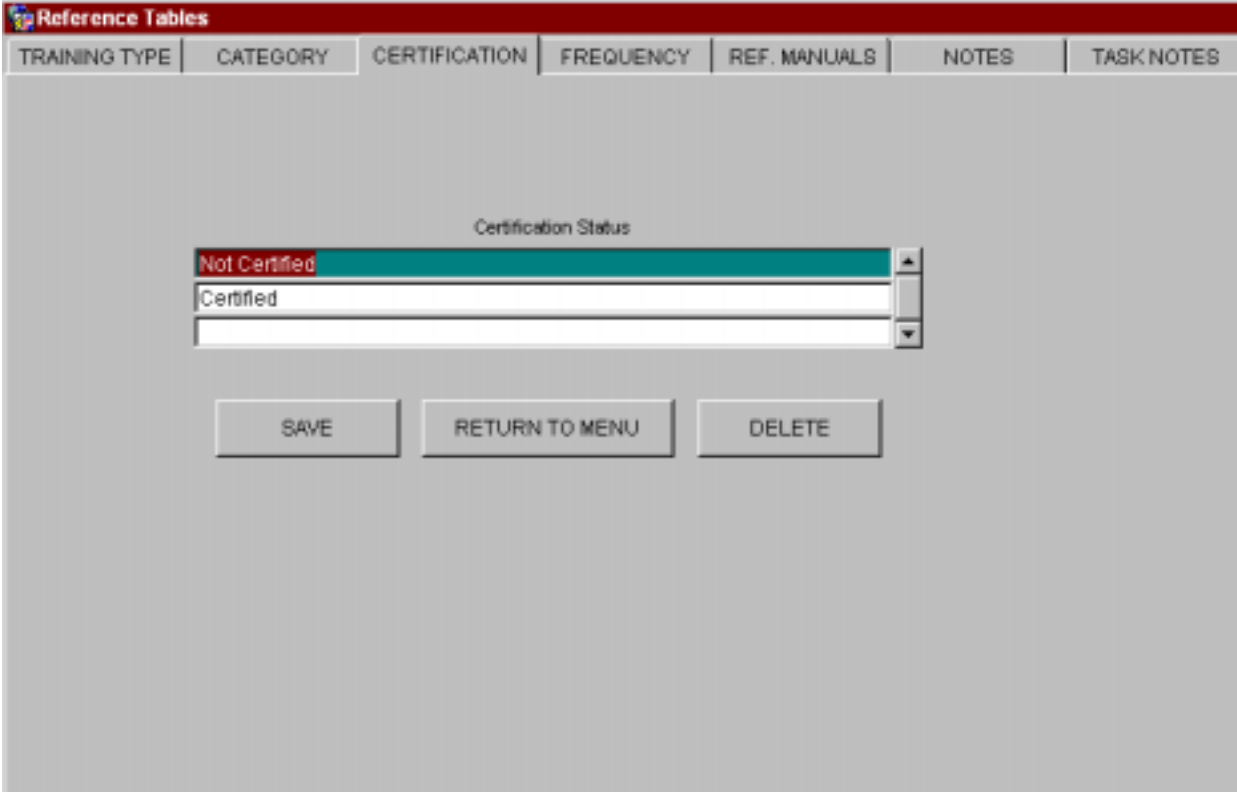
### 10.4.3 Certification

Perform the following steps to insert and delete certifications:

**Step 1:** Click the  button.

**Step 2:** Click the **Certification** tab.

*The Certification screen similar to the following appears:*



**Figure 10-12 Certification Screen**

**NOTE:** If you wish to delete a category, skip to Step 4.

**Step 3:** Click the next available text box on the Certification screen. Enter the information for the new Certification Status. Click **Save**.

*The Certification Status is entered and saved.*

**Step 4:**Click the Certification Status to be deleted. Click **Delete**.

*The Certification Status is deleted.*

#### 10.4.4 Frequency

Perform the following steps to insert and delete frequencies:

**Step 1:**Click the **REFERENCE TABLES** button.

**Step 2:**Click the **Frequency** tab.

*The Frequency screen similar to the following appears:*

Months	Description
5	Bi-Weekly (Once every two weeks)
1	Monthly
2	Bi-Monthly (Once every two months)
3	Quarterly
6	Semiannual
12	Annual
24	Biennial
36	Triennial
60	Five Years
120	Ten Years
180	Fifteen Years
240	Twenty Years
300	Twenty-Five Years
9999	Permanent

SAVE RETURN TO MENU DELETE

**Figure 10-13 Frequency Screen**

**NOTE:** If you wish to delete a category, skip to Step 4.

**Step 3:**Click the next available text box on the Frequency screen. Enter the information for the month and description. Click **Save**.


*The Frequency is entered and saved.*

**Step 4:**Click the Frequency to be deleted. Click **Delete**.

*The Frequency is deleted.*

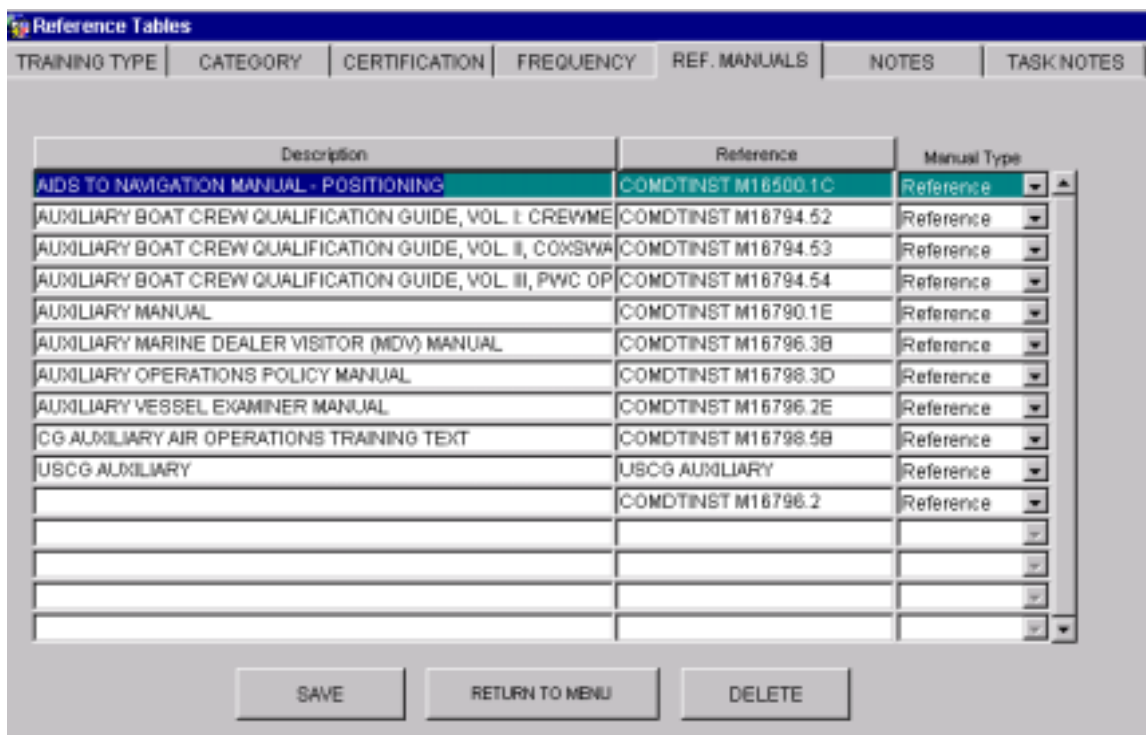
## 10.4.5 Ref. Manuals

Perform the following steps to insert and delete reference manuals:

**Step 1:** Click the  button.

**Step 2:** Click the **Ref. Manuals** tab.

*The Ref. Manuals screen similar to the following appears:*



TRAINING TYPE	CATEGORY	CERTIFICATION	FREQUENCY	REF. MANUALS	NOTES	TASK NOTES
Description	Reference	Manual Type				
AIDS TO NAVIGATION MANUAL - POSITIONING	COMDTINST M16500.1C	Reference				
AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL I, CREWMEMBERS	COMDTINST M16794.52	Reference				
AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL II, COXSWAIN	COMDTINST M16794.53	Reference				
AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOL III, PWC OPERATOR	COMDTINST M16794.54	Reference				
AUXILIARY MANUAL	COMDTINST M16790.1E	Reference				
AUXILIARY MARINE DEALER VISITOR (MDV) MANUAL	COMDTINST M16796.3B	Reference				
AUXILIARY OPERATIONS POLICY MANUAL	COMDTINST M16798.3D	Reference				
AUXILIARY VESSEL EXAMINER MANUAL	COMDTINST M16796.2E	Reference				
CG AUXILIARY AIR OPERATIONS TRAINING TEXT	COMDTINST M16798.5B	Reference				
USCG AUXILIARY	USCG AUXILIARY	Reference				
	COMDTINST M16796.2	Reference				

SAVE RETURN TO MENU DELETE

**Figure 10-14 Ref. Manuals Screen**

**NOTE:** If you wish to delete a category, skip to Step 4.

**Step 3:** Click the reference to be modified. Enter the information for the Manual Type. Click **Save**.

*The Manual Type is entered and saved.*

**Step 4:** Click the Manual to be deleted. Click **Delete**.

*The Manual is deleted.*

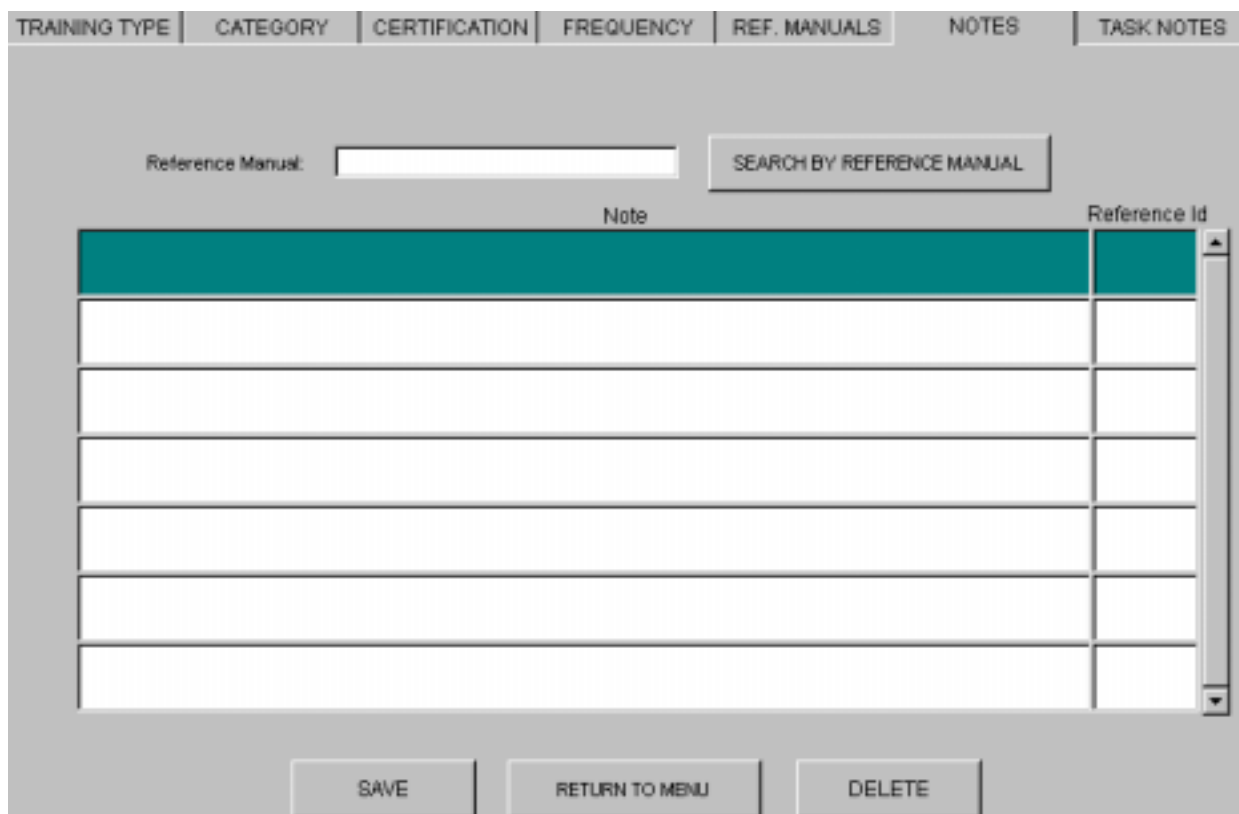
## 10.4.6 Notes

Currently the Notes are not being used by AUXDATA.

**Step 1:** Click the  button.

**Step 2:** Click the **Notes** tab.

*The Notes screen similar to the following appears:*



The screenshot shows a web application interface for managing notes. At the top, there is a navigation bar with tabs: TRAINING TYPE, CATEGORY, CERTIFICATION, FREQUENCY, REF. MANUALS, NOTES (which is highlighted), and TASK NOTES. Below the navigation bar, there is a search section with a label 'Reference Manual:' followed by a text input field and a button labeled 'SEARCH BY REFERENCE MANUAL'. The main content area contains a table with two columns: 'Note' and 'Reference Id'. The table has a teal header row and several empty white rows below it. To the right of the table is a vertical scrollbar. At the bottom of the screen, there are three buttons: 'SAVE', 'RETURN TO MENU', and 'DELETE'.

Note	Reference Id

**Figure 10-15 Notes Screen**

Currently the Task Notes are not being used by AUXDATA.

**Step 1:**Click the  button.

**Step 2:**Click the **Task Notes** tab.

*The Task Notes screen similar to the following appears:*

[illegible]


### Figure 10-16 Task Notes Screen

## 10.5 Task Capture

The Task Capture menu option allows you to capture task and include eligible participants. This section provides instructions for performing these functions. Perform the following step:

**Step 1:** From the TMT Main Menu, click the  button.

*The Tasks Screen similar to the following appears:*




Include	Short Title	Description	Category
<input checked="" type="checkbox"/>	ACR	AIRCREW QUALIFICATION PROGRAM	AIR
<input type="checkbox"/>	AF	(AC/CREW/FP/OBS) PERFORMED AN AREA FAMILIARIZATION	AIR
<input type="checkbox"/>	AIOPS	AIR OPERATIONS	AIR
<input type="checkbox"/>	AO	AIR OBSERVER QUALIFICATION COURSE	AIR
<input type="checkbox"/>	AV	AID VERIFIER DISTRICT PROGRAM	UNIT
<input type="checkbox"/>	AV	AID VERIFIER	BOAT
<input type="checkbox"/>	BFR	BIENNIAL FLIGHT REVIEW, WITH DATE COMPLETED	AIR
<input type="checkbox"/>	BUOYSLALOM	(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	BOAT
<input type="checkbox"/>	CFV	COMMERCIAL FISHING VESSEL MCM/MSO TRNG PROGRAM	UNIT
<input type="checkbox"/>	COM	COMMUNICATIONS SPECIALTY (AUXCOM) COURSE	GENERAL
<input type="checkbox"/>	DIS/REMOUNT	(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER	BOAT
<input type="checkbox"/>	IC	(AC) MAINTAINED INSTRUMENT CURRENCY	AIR
<input type="checkbox"/>	MDV	MARINE DEALER VISITOR QUALIFICATION COURSE	GENERAL
<input type="checkbox"/>	NAVA	NAVIGATION SPECIALTY (AUXNAV-A) EXAM	BOAT
<input type="checkbox"/>	NAVB	NAVIGATION SPECIALTY (AUXNAV-B) EXAM	BOAT

**Figure 10-17 Tasks Screen**

### 10.5.1 Tasks

Perform the following steps to select the tasks to include in the task capture:

**Step 1:** From the TMT Main Menu, click the  button.

**Step 2:** Select the check boxes for the tasks you wish to capture.

*The tasks are checked.*



## 10.5.2 Task Capture

The Task Capture screen allows you to view the task captured in the following time periods: 7 days, 30 days, 90 days, 180 days, 1 year. Perform the following steps to select the tasks to include in the task capture:

**TASK CAPTURE**

**Step 1:** From the TMT Main Menu, click the button.

**Step 2:** Click the **Task Capture** tab.

*The Task Capture screen similar to the following appears:*

The screenshot shows the 'Task Capture' window with a tabbed interface. The 'Task Capture' tab is active. At the top, there are radio buttons for time periods: 7 Days (selected), 30 Days, 90 Days, 180 Days, and Year. Below this is a table with the following columns: Description, Instructor, Duration, Hours, Completion, Calendar, Done at Night, and Remarks. The table contains several rows of tasks, with the row '(ACTION/PROBES) PERFORMED AN AREA FAMILIARIZATION' highlighted in green. At the bottom of the window, there are three buttons: Copy Task, Delete Task, and Save. A status bar at the very bottom contains two messages: 'Tasks listed in orange (if any) are part of an approved activity log and cannot be altered or deleted' and 'A record shown with a blue background means it is a selected record'.

Description	Instructor	Duration	Hours	Completion	Calendar	Done at Night	Remarks
AIRCREW QUALIFICATION PROGRAM		1		01-NOV-2001	ca	<input type="checkbox"/>	
AID VERIFIER				30-NOV-2001	ca	<input type="checkbox"/>	
BIENNIAL FLIGHT REVIEW, WITH DATE COMPLETED		1		30-NOV-2001	ca	<input type="checkbox"/>	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE		1		30-NOV-2001	ca	<input type="checkbox"/>	
AIR OBSERVER QUALIFICATION COURSE		30		30-NOV-2001	ca	<input type="checkbox"/>	
AIRCREW QUALIFICATION PROGRAM				04-DEC-2001	ca	<input type="checkbox"/>	
(ACTION/PROBES) PERFORMED AN AREA FAMILIARIZATION				04-DEC-2001	ca	<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

**Figure 10-18 Task Capture Screen**

**Step 3:** Click description desired.

*The description is highlighted.*

**Step 4:** Enter the necessary information by pressing the **TAB** key after each entry or using the drop-down lists when available. Click **Save**.

*The information is entered and saved.*

**Copy Task**

**Step 5:** If you wish to copy a task, click the button.

*The Task highlighted is copied to the next available text box.*

**Delete Task**

**Step 6:** If you wish to delete a task, click the button.

*The Task highlighted is deleted.*

### 10.5.3 Trainees

The Trainees screen allows you to move Eligible to Participate members to Participants (in your unit and subordinate units) in the tasks that are captured. Perform the following steps to select the participants to include in the tasks captured:

**TASK CAPTURE**

**Step 1:** From the TMT Main Menu, click the button.

**Step 2:** Click the **Trainees** tab.


*The Trainees screen similar to the following appears:*

Eligible to Participate			Participants		Grade
AARON	BORIS		WARD, DEAN B SR		
AARON	FRED	S	SORLI, DONALD SR		
AARONS	RICHARD	N			
ABACHERU	DONNA	M			
ABACHERU	ROBERT	E			
ABAR	THOMAS				
ABATE	WALTER	L			
ABBASS	D	K			
ABBATE	BRUCE	C			
ABBATE	JEFFREY	D			
ABBATIello	VINCENT	J			
ABBATI	ROBERT	A			

**Figure 10-19 Trainees Screen**

**Step 3:** Click the description of the task desired.

*The task description is highlighted.*

**Step 4:** Click the member(s) desired and then click .

*The member is highlighted and moved from **Eligible to Participate** to **Participants**.*

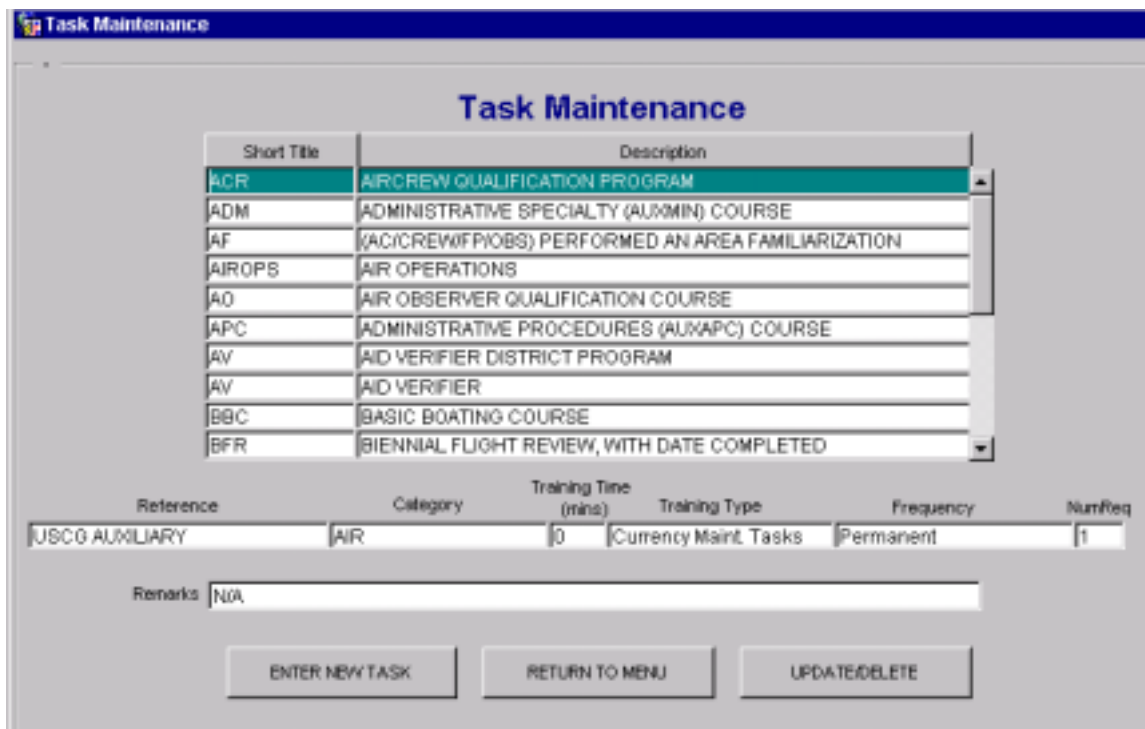
## 10.6 Task Maintenance

The Task Maintenance button allows you to insert, update, and delete existing tasks for your unit and/or subordinate units and return to the TMT Main Menu. Perform the following steps to access the task maintenance feature:

**Step 1:** From the TMT Main Menu, click the  button.

**Step 2:** Click the  button.

*The Task Maintenance screen similar to the following appears:*



Short Title	Description
ACR	AIRCREW QUALIFICATION PROGRAM
ADM	ADMINISTRATIVE SPECIALTY (AUXMIN) COURSE
AF	(AC/CREW/FPIOPS) PERFORMED AN AREA FAMILIARIZATION
AIOPS	AIR OPERATIONS
AO	AIR OBSERVER QUALIFICATION COURSE
APC	ADMINISTRATIVE PROCEDURES (AUXAPC) COURSE
AV	AID VERIFIER DISTRICT PROGRAM
AV	AID VERIFIER
BBC	BASIC BOATING COURSE
BFR	BIENNIAL FLIGHT REVIEW, WITH DATE COMPLETED

Reference	Category	Training Time (mins)	Training Type	Frequency	Num/freq
USCG AUXILIARY	AIR	0	Currency Maint. Tasks	Permanent	1

Remarks: N/A


ENTER NEW TASK    RETURN TO MENU    UPDATE/DELETE

**Figure 10-20 Task Maintenance Screen**

**Step 3:** Proceed to the following sections for instructions on performing the various duties in Task Maintenance.

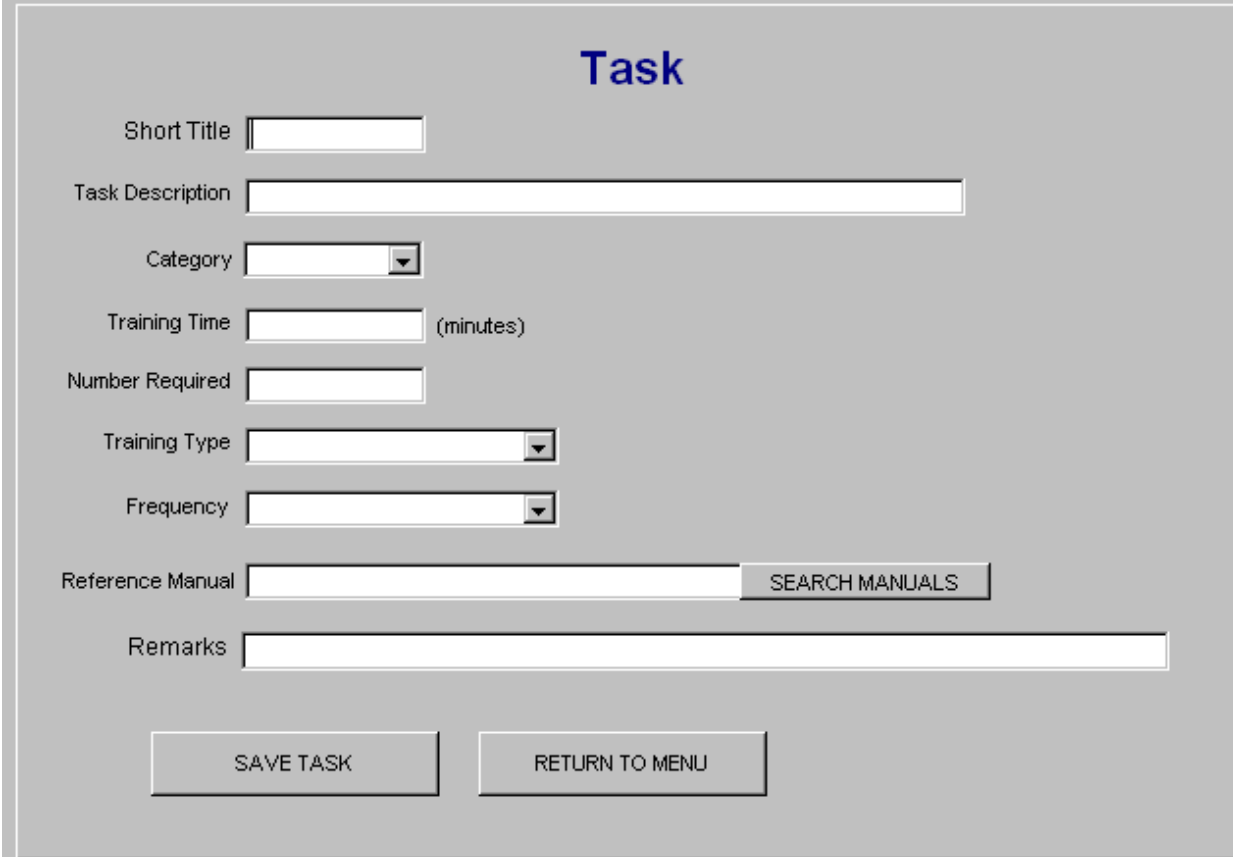
### 10.6.1 Enter a New Task

Perform the following steps to enter a new task:

**Step 1:** From the TMT Main Menu, click the  button.

**Step 2:** Click the  button.

*The Task screen similar to the following appears:*



The image shows a screenshot of a web-based form titled "Task" in blue text. The form contains several input fields and buttons. The fields are: "Short Title" (a short text box), "Task Description" (a long text box), "Category" (a dropdown menu), "Training Time" (a text box followed by "(minutes)"), "Number Required" (a text box), "Training Type" (a dropdown menu), "Frequency" (a dropdown menu), "Reference Manual" (a text box), and "Remarks" (a long text box). To the right of the "Reference Manual" text box is a button labeled "SEARCH MANUALS". At the bottom of the form are two buttons: "SAVE TASK" and "RETURN TO MENU".


**Figure 10-21 Task Screen**

**Step 3:** Enter the required information by using the drop-down lists when available. Press the **TAB** key after each entry. Click **Save Task**.

*The Task Maintenance screen appears and the task is entered and saved.*

## 10.6.2 Update a Task

Perform the following steps to update a task:

**Step 1:** From the TMT Main Menu, click the  button.

**Step 2:** Click the desired task to be updated. Click the  button.


*The Task screen appears with the task information listed.*

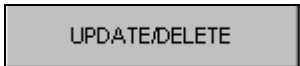
**Step 3:** Enter the current information and click the  button.

*The Task information is entered and saved. The Task Maintenance screen appears.*

## 10.6.3 Delete a Task

Perform the following steps to delete a task:

**Step 1:** From the TMT Main Menu, click the  button.

**Step 2:** Click the desired task to be deleted. Click the  button.

*The Task screen appears with the task information listed.*

**Step 3:** Enter the current information and click the  button.

*The Task information is deleted and the Task Maintenance screen appears.*

## 10.7 Competency Maintenance

The Competency Maintenance button allows you to insert, update, and delete existing competencies for your unit and/or subordinate units and return to the TMT Main Menu. Perform the following step:

**Step 1:** From the TMT Main Menu, click the **COMPETENCY Maintenance** button.

*The Competency Maintenance screen similar to the following appears:*

Short Title	Description
AIRAC	AIRCRAFT COMMANDER
AIRCP	AIR CO-PILOT
AIRCREW	AIR CREW
AIRFP	AIR FIRST PILOT
AIROBS	AIR OBSERVER
AUXOP	AUXOP
AV	AID TO NAVIGATION VERIFIER
BBC	BASIC BOATING COURSE
BCCOX	BOAT CREW COXSWAIN
BCCREW	BOAT CREW CREWMEMBER

Reference: CG AUXILIARY AIR OPERATION: Category: AIR Training Type: Currency Maint. Tasks

Remarks: N/A


ENTER NEW COMPETENCY RETURN TO MENU UPDATE/DELETE

**Figure 10-22 Competency Maintenance Screen**

**Step 2:** Proceed to the following sections for instructions on performing the various duties in Task Maintenance.

### 10.7.1 Enter a New Competency

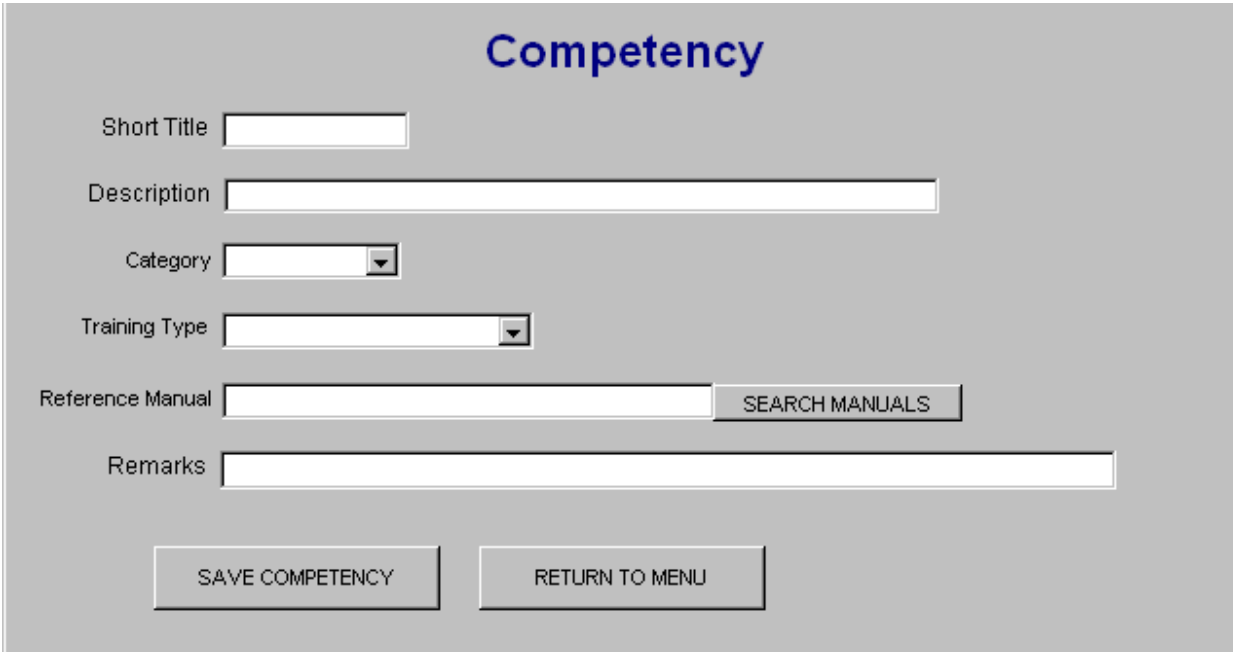
Perform the following steps to enter a new competency:

**Step 1:** From the TMT Main Menu, click the  button.

*The Competency Maintenance screen appears.*

**Step 2:** Click the  button.

*The Competency screen similar to the following appears:*



The screenshot shows a web form titled "Competency" in blue text. The form contains the following fields and controls:

- Short Title:** A single-line text input field.
- Description:** A multi-line text input field.
- Category:** A dropdown menu.
- Training Type:** A dropdown menu.
- Reference Manual:** A text input field with a "SEARCH MANUALS" button to its right.
- Remarks:** A multi-line text input field.
- Buttons:** At the bottom, there are two buttons: "SAVE COMPETENCY" and "RETURN TO MENU".


**Figure 10-23 Competency Screen**

**Step 3:** Enter the required information by using the drop-down lists when available. Press the **TAB** key after each entry to move to the next text box. Click **Save Task**.

*The Competency Maintenance screen appears and the competency is entered and saved.*

### 10.7.2 Update a Competency


Perform the following steps to update a competency:

**Step 1:** From the TMT Main Menu, click the  button.

*The Competency Maintenance screen appears.*

**Step 2:** Click the desired competency to be updated. Click the  button.


*The Competency screen appears with the competency information listed.*

**Step 3:** Enter the current information and click the  button.

*The Competency information is entered and saved. The Competency Maintenance screen appears.*

### 10.7.3 Delete a Competency

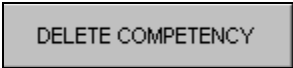
Perform the following steps to delete a competency:

**Step 1:** From the TMT Main Menu, click the  button.

*The Competency Maintenance screen appears.*

**Step 2:** Click the desired competency to be deleted. Click the  button.

*The Competency screen appears with the task information listed.*

**Step 3:** Enter the current information and click the  button.

*The Competency information is deleted and the Competency Maintenance screen appears.*



## 10.8 Reports

The Reports button allows you to run reports on either individuals and/or units for the following: Currency/Drills and Exercises, GMT/PS-JQR/FS/MISC, Training Record, and Certifications. You are also able to return to the TMT Main Menu. Perform the following step:

From the TMT Main Menu, click the  button.

*A Reports Screen similar to the following appears:*

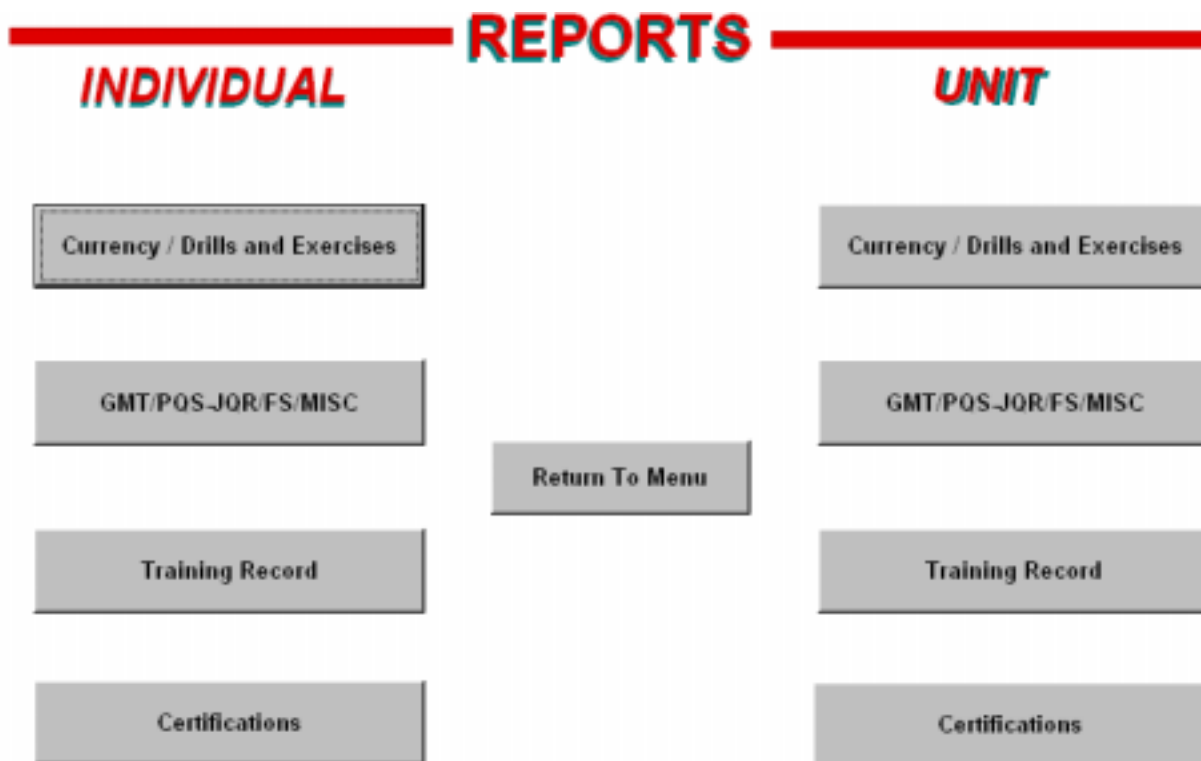



Figure 10-24 Reports Screen

### 10.8.1 Individual Currency/Drills and Exercises

The Currency/Drills and Exercises button allows you to run a report on the individual currency/drills and exercises and return to the Report Menu. Perform the following steps to run an individual currency/drills and exercises report:

**Step 1:** From the TMT Main Menu, click the  button.

*The Reports Screen appears.*

## Currency / Drills and Exercises

**Step 2:** Click the button under Individual.

*The Individual Currency/Drills & Exercises Screen similar to the following appears:*



The screen displays the title "Individual Currency/Drills & Exercises Enter Report Criteria". It features a "Name:" label followed by a text input field and a "List" button. Below this is a "Date in Cycle:" label followed by a date input field showing "05-MAR-2002" and a "Calendar" button. At the bottom, there are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

**Figure 10-25 Individual Currency/Drills & Exercises Screen**

**Step 3:** Click the **List** button. Click the name desired to run the report.


*The name appears in the text box.*

**Step 4:** Click the **Calendar** button.

*A calendar appears.*

**Step 5:** Click the day desired. Click **OK** and then click **Submit**.

*The Currency – Drills & Exercises Individual Report Screen similar to the following appears:*



UNITED STATES  
COAST GUARD  
AUXILIARY

# Currency - Drills & Exercises Individual Report

130-07-06 HAYDEN ISLAND  
KIRSCHNER, PETER T  
Date in Cycle 05 MAR 2002

Competency AID TO NAVIGATION VERIFIER						
Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
AID VERIFIER DISTRICT PROGRAM	N	0	1		Permanent	
AIRCREW QUALIFICATION PROGRAM	N	0	1		Permanent	
Competency BOAT CREW COXSWAIN						
Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
(BCM/COX) GE APPROVAL	N	0	1	5-A		2006
(BCM/COX) TAKE A BOAT ALONGSIDE TOW	N	0	1	A	31-DEC-2002	
(BCM/COX) TAKE A VESSEL IN STERN TOW	N	0	1	A	31-DEC-2002	
(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF	N	0	1	A	31-DEC-2002	
(COX) RESCUE A PERSON FROM THE WATER USING THE DIRECT PICKUP METHOD	N	0	1	A	31-DEC-2002	
NAVIGATION RULES QUALIFICATION EXAM	N	0	1	5-A		MUST HAVE NRUL IN THIS UNIT


**Figure 10-26 Currency – Drills & Exercises Individual Report Screen**

**Step 6:** Click the **X** in the upper right hand corner.

*The window closes and the Individual Currency/Drills & Exercises Screen appears.*

### 10.8.2 Individual GMT/PQS-JQR/FS/MISC

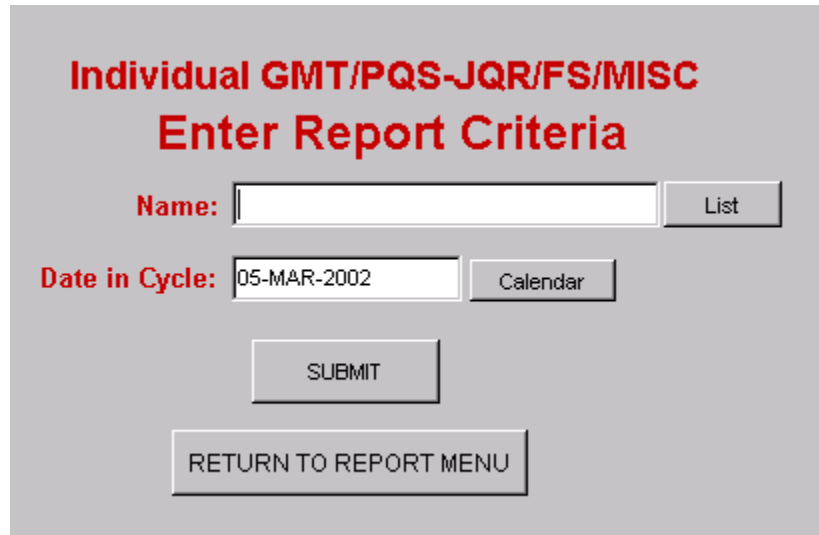
The GMT/PQS-JQR/FS/MISC button allows you to run a report on the Individual GMT/PQS-JQR/FS/MISC using the date in cycle and return to the Report Menu. Perform the following steps to run a report on the Individual GMT/PQS-JQR/FS/MISC:

**Step 1:** From the TMT Main Menu, click the  button.

*The Reports Screen appears.*


**Step 2:** Click the  button under Individual.

*The Individual GMT/PQS-JQR/FS/MISC Screen similar to the following appears:*




The screenshot shows a web-based form titled "Individual GMT/PQS-JQR/FS/MISC Enter Report Criteria". It features two input fields: "Name:" with a text box and a "List" button, and "Date in Cycle:" with a text box containing "05-MAR-2002" and a "Calendar" button. At the bottom, there are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

**Figure 10-27 Individual GMT/PQS-JQR/FS/MISC Screen**

**Step 3:**Click the . Click the name desired to run the report. Click **Submit**.

*The GMT/PQS-JQR/FS/MISC Individual Report Screen similar to the following appears:*

**General Military Training - PQS/JQR - Formal Schools - Miscellaneous Individual Report**



**UNITED STATES  
COAST GUARD  
AUXILIARY**

130-07-06 HAYDEN ISLAND  
KIRSCHNER, PETER  
Date in Cycle 06 MAR 2002

Competency INSTRUCTOR					
Task	Current	# Complete	# Req'd	Cycle	Due Date
TEACH COURSE LESSON	Y	0	0		Permanent
INSTRUCTOR QUALIFICATION COURSE	N	0	1		Permanent


**Figure 10-28 GMT/PQS-JQR/FS/MISC Individual Report Screen**

**Step 4:**Click the **X** in the upper right hand corner.

*The window closes and Individual GMT/PQS-JQR/FS/MISC Screen*

### 10.8.3 Individual Training Record

The Training Record button allows you to run a report on the individual training records from the Begin Date to the End Date and return to the Report Menu. Perform the following steps to run a Individual Training Record report:

**Step 1:** From the TMT Main Menu, click the  button.

*The Reports Screen appears.*


**Step 2:** Click the  button under Individual.

*The Individual Training Record Screen similar to the following appears:*



The screenshot shows a web form titled "Individual Training Record Report Criteria" in red text. Below the title, there are three input fields with associated buttons: a "Name:" field with a "List" button, a "Begin Date:" field with a "Calendar" button, and an "End Date:" field with a "Calendar" button. The "End Date:" field is pre-filled with "05-MAR-2002". At the bottom of the form, there are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

**Figure 10-29 Individual Training Record**

**Step 3:** Click the . Click the name desired to run the report. Enter the desired *Start Date* and *End Date*. Click **Submit**.

*The Individual Training Record Report Screen similar to the following appears:*



**UNITED STATES  
COAST GUARD  
AUXILIARY**

### Individual Training Record Report

130-07-06 HAYDEN ISLAND  
KIRSCHNER, PETER

Begin Date: 01 JAN 2002      End Date: 06 MAR 2002

Task	Instructor	Duration (hrs)	Completion Date	Remarks
(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A RECOVERY/PICKUP PERSON	DAVE SCOTT	1	06 MAR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	PETE MILLS	1	06 MAR 2002	
MARINE DEALER VISITOR QUALIFICATION COURSE	SKIP HANSON	2	06 MAR 2002	


**Figure 10-30 Individual Training Record Report Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the Individual Training Record Screen appears.*

#### 10.8.4 Individual Certifications

The Certifications button allows you to run a report on the individual certifications and return to the Report Menu u. Perform the following steps to run an Individual Certifications report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The Reports Screen appears.*

**Step 2:** Click the  button under Individual.

*The Individual Certifications Screen similar to the following appears:*

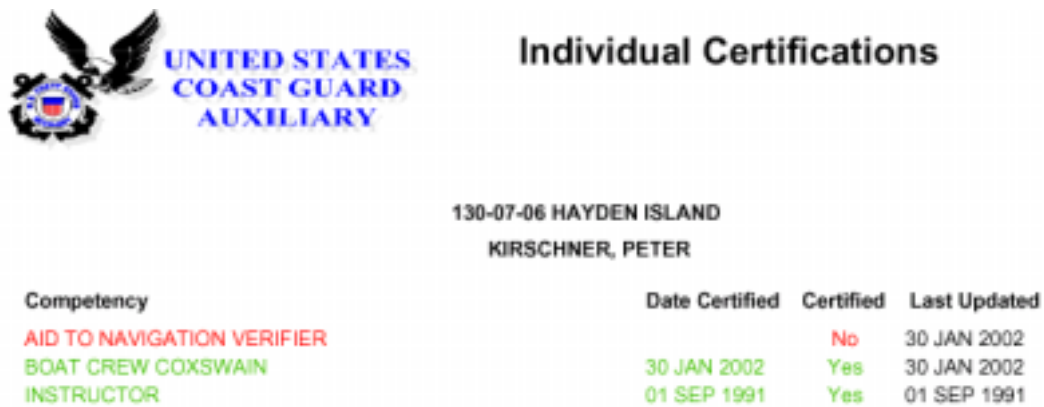


The screen displays the title "Individual Certifications Report Criteria" in red. Below the title is a form with a "Name:" label, a text input field, and a "List" button. At the bottom of the form are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

**Figure 10-31 Individual Certifications Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Click **Submit**.

*The Individual Certifications Screen similar to the following appears:*



The screen displays the United States Coast Guard Auxiliary logo on the left. The title "Individual Certifications" is centered at the top. Below the title, the text "130-07-06 HAYDEN ISLAND" and "KIRSCHNER, PETER" is displayed. A table shows the individual's competencies, dates certified, and last updated dates.

Competency	Date Certified	Certified	Last Updated
AID TO NAVIGATION VERIFIER		No	30 JAN 2002
BOAT CREW COXSWAIN	30 JAN 2002	Yes	30 JAN 2002
INSTRUCTOR	01 SEP 1991	Yes	01 SEP 1991


**Figure 10-32 Individual Certifications Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the AUXMIS Reports Screen appears.*

### 10.8.5 Unit Currency/Drills and Exercises

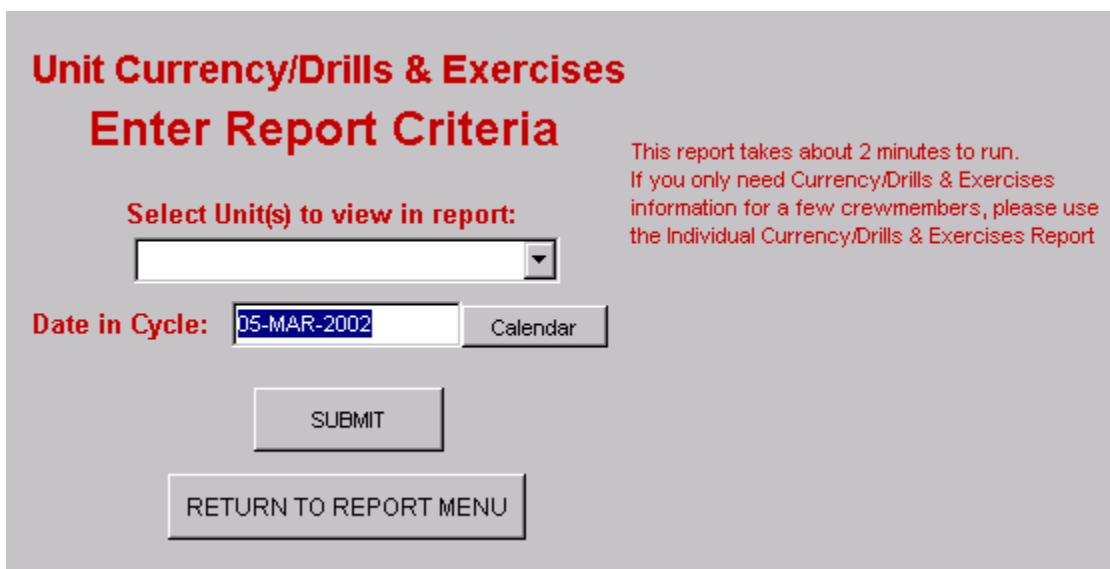
The Currency/Drills and Exercises button allows you to run a report on the unit currency/drills and exercises and return to the Report Menu. Perform the following steps to run a unit currency/drills and exercises report:

**Step 1:** From the AUXDATA Main Menu, click the  button.

*The Reports Screen appears.*


**Step 2:** Click the  button under Unit.

*The Unit Currency/Drills & Exercises Screen similar to the following appears:*



The screenshot shows a web interface titled "Unit Currency/Drills & Exercises Enter Report Criteria". It features a dropdown menu for "Select Unit(s) to view in report:", a date field set to "05-MAR-2002" with a "Calendar" button, a "SUBMIT" button, and a "RETURN TO REPORT MENU" button. A red text box on the right states: "This report takes about 2 minutes to run. If you only need Currency/Drills & Exercises information for a few crewmembers, please use the Individual Currency/Drills & Exercises Report".

**Figure 10-33 Unit Currency/Drills & Exercises Screen**

**Step 3:** Click the . Click the name desired to run the report.

*The name appears in the text box.*


**Step 4:** Click the  button.

*A calendar appears.*



**Step 5:** Click the day desired. Click **OK** and then click **Submit**.

*The Currency – Drills & Exercises Unit Report Screen similar to the following appears:*



**UNITED STATES  
COAST GUARD  
AUXILIARY**

**Currency - Drills & Exercises  
Unit Report**

130-07-06 HAYDEN ISLAND

Date in Cycle 06 MAR 2002

**Full Name** ANDERSON, KENNETH T  
**Competency** AID TO NAVIGATION VERIFIER

Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
AID VERIFIER DISTRICT PROGRAM	N	0	1		Permanent	
AIRCREW QUALIFICATION PROGRAM	N	0	1		Permanent	

**Competency** BOAT CREW CREWMEMBER

Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
(BCM) ASSIST COXSWAIN WITH A PRE-UNDERWAY CHECK-OFF	N	0	1	A	31-DEC-2002	
(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A RECOVERY/PICKUP PERSON	N	0	1	A	31-DEC-2002	
(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER	N	0	1	A	31-DEC-2002	
AID VERIFIER	N	0	1		Permanent	
AID VERIFIER DISTRICT PROGRAM	N	0	1		Permanent	
AIRCREW QUALIFICATION PROGRAM	N	0	1		Permanent	
NAVIGATION RULES QUALIFICATION EXAM	N	0	1	5-A		

**Competency** VESSEL EXAMINER

Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
VESSEL EXAMINATION / MARINE DEALER VISITOR	N	0	1		Permanent	
VESSEL EXAMINER COURSE	N	0	1		Permanent	

**Full Name** BALL, MAX E  
**Competency** MARINE DEALER VISITOR

Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
MARINE DEALER VISITOR QUALIFICATION COURSE	N	0	1		Permanent	
VESSEL EXAMINATION / MARINE DEALER VISITOR	N	0	1		Permanent	


**Figure 10-34 Currency – Drills & Exercises Unit Report Screen**

**Step 6:** Click the **X** in the upper right hand corner.

*The window closes and the Unit Currency/Drills & Exercises Screen appears.*

### 10.8.6 Unit GMT/PQS-JQR/FS/MISC

The GMT/PQS-JQR/FS/MISC button allows you to run a report on the Unit GMT/PQS-JQR/FS/MISC using the date in cycle and return to the Report Menu. Perform the following steps to run a report on the Unit GMT/PQS-JQR/FS/MISC:

**Step 1:** From the TMT Main Menu, click the  button.

*The Reports Screen appears.*

GMT/PQS-JQR/FS/MISC

**Step 2:** Click the button under Unit.

*The Unit GMT/PQS-JQR/FS/MISC Screen similar to the following appears:*

**Figure 10-35 Unit GMT/PQS-JQR/FS/MISC Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Click **Submit**.

*The Unit GMT/PQS-JQR/FS/MISC Screen similar to the following appears:*

Full Name		Competency	Task	Current#	Complete	# Req'd	Cycle	Due Date
ANDERSON, KENNETH T		INSTRUCTOR	TEACH COURSE LESSON	Y	0	0		Permanent
			INSTRUCTOR QUALIFICATION COURSE	N	0	1		Permanent
BLACKFORD, SHEILA A		INSTRUCTOR	TEACH COURSE LESSON	Y	0	0		Permanent
			INSTRUCTOR QUALIFICATION COURSE	N	0	1		Permanent
BURNS, EDWIN M		INSTRUCTOR	TEACH COURSE LESSON	Y	0	0		Permanent
			INSTRUCTOR QUALIFICATION COURSE	N	0	1		Permanent
CASE, MICHAEL T		INSTRUCTOR	TEACH COURSE LESSON	Y	0	0		Permanent
			INSTRUCTOR QUALIFICATION COURSE	N	0	1		Permanent
DICKIE, GEORGE L		INSTRUCTOR	TEACH COURSE LESSON	Y	0	0		Permanent
			INSTRUCTOR QUALIFICATION COURSE	N	0	1		Permanent


**Figure 10-36 Unit GMT/PQS-JQR/FS/MISC Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the Unit GMT/PQS-JQR/FS/MISC Screen appears.*

### 10.8.7 Unit Training Record

The Training Record button allows you to run a report on the unit training records from the Begin Date to the End Date and return to the Report Menu. Perform the following steps to run a Unit Training Record report:

**Step 1:** From the TMT Main Menu, click the  button.

*The Reports Screen appears.*

**Step 2:** Click the  button under Unit.

*The Unit Training Record Screen similar to the following appears:*



The screenshot shows a web form titled "Unit Training Record Report Criteria" in red text. Below the title is a red asterisked note: "\*For reasonable report length use cycle of no more than 1 month." The form includes a red label "Select Unit(s) to view in report:" followed by a white dropdown menu. Below this are two rows for date selection. The first row is labeled "Begin Date:" in red, with a white text box and a "Calendar" button. The second row is labeled "End Date:" in red, with a white text box containing "05-MAR-2002" and a "Calendar" button. At the bottom of the form are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

**Figure 10-37 Unit Training Record**

**Step 3:**Enter the desired *Start Date* and *End Date*. Click **Submit**.

*The Unit Training Record Report Screen appears similar to the following:*



The screenshot shows the 'Unit Training Record Report' interface. At the top left is the United States Coast Guard Auxiliary logo. The title 'Unit Training Record Report' is centered at the top. Below the title, the location '130-07-06 HAYDEN ISLAND' is displayed. The date range 'Begin Date: 06 JAN 2002' and 'End Date: 06 MAR 2002' is shown. The 'Full Name: KIRSCHNER, PETER T' is listed. Below this is a table with columns: Task, Instructor, Duration (hrs), Completion Date, and Remarks. The table contains three rows of training data.

Task	Instructor	Duration (hrs)	Completion Date	Remarks
(BCM) PARTICIPATE IN A MAN OVERBOARD EVOLUTION AS A DAVE SCOTT RECOVERY/PICKUP PERSON		1	06 MAR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE	PETE MILLS	1	06 MAR 2002	
MARINE DEALER VISITOR QUALIFICATION COURSE	SKIP HANSON	2	06 MAR 2002	


**Figure 10-38 Unit Training Record Report Screen**

**Step 4:**Click the **X** in the upper right hand corner.

*The window closes and the Unit Training Record Screen appears.*

### 10.8.8 Unit Certifications

The Certifications button allows you to run a report on the unit certifications and return to the Report Menu. Perform the following steps to run a Unit Certifications report:

**Step 1:**From the AUXDATA Main Menu, click the  button.

*The Reports Screen appears.*

**Step 2:**Click the  button under Unit.

*The Unit Certifications Screen similar to the following appears:*

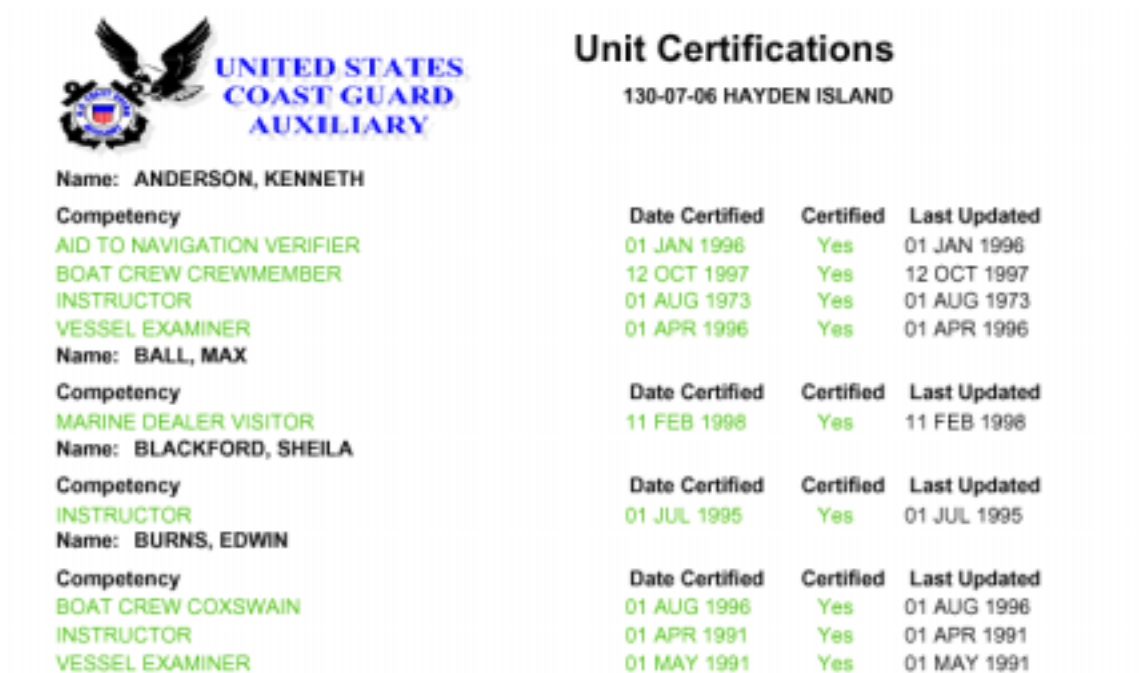


The screenshot shows the 'Unit Certifications Report Criteria' screen. The title is in red. Below the title, the text 'Select Unit(s) to view in report:' is displayed. A dropdown menu is shown with a blue bar and a downward arrow. Below the dropdown are two buttons: 'SUBMIT' and 'RETURN TO REPORT MENU'.

**Figure 10-39 Unit Certifications Screen**

**Step 3:** Enter the desired *Start Date* and *End Date*. Click **Submit**.

*The Unit Certifications Screen similar to the following appears:*



UNITED STATES COAST GUARD AUXILIARY		Unit Certifications 130-07-06 HAYDEN ISLAND		
Name: ANDERSON, KENNETH				
Competency	Date Certified	Certified	Last Updated	
AID TO NAVIGATION VERIFIER	01 JAN 1996	Yes	01 JAN 1996	
BOAT CREW CREWMEMBER	12 OCT 1997	Yes	12 OCT 1997	
INSTRUCTOR	01 AUG 1973	Yes	01 AUG 1973	
VESSEL EXAMINER	01 APR 1996	Yes	01 APR 1996	
Name: BALL, MAX				
Competency	Date Certified	Certified	Last Updated	
MARINE DEALER VISITOR	11 FEB 1998	Yes	11 FEB 1998	
Name: BLACKFORD, SHEILA				
Competency	Date Certified	Certified	Last Updated	
INSTRUCTOR	01 JUL 1995	Yes	01 JUL 1995	
Name: BURNS, EDWIN				
Competency	Date Certified	Certified	Last Updated	
BOAT CREW COXSWAIN	01 AUG 1996	Yes	01 AUG 1996	
INSTRUCTOR	01 APR 1991	Yes	01 APR 1991	
VESSEL EXAMINER	01 MAY 1991	Yes	01 MAY 1991	

**Figure 10-40 Unit Certifications Screen**

**Step 4:** Click the **X** in the upper right hand corner.

*The window closes and the Unit Certifications Screen appears.*

### 10.8.9 Return to Menu

The Return to Menu button allows you to return to the TMT Reports Main Menu.

### 10.9 Return to AUXDATA

The Return to AUXDATA button allows you to return back to using the AUXDATA Main Menu.

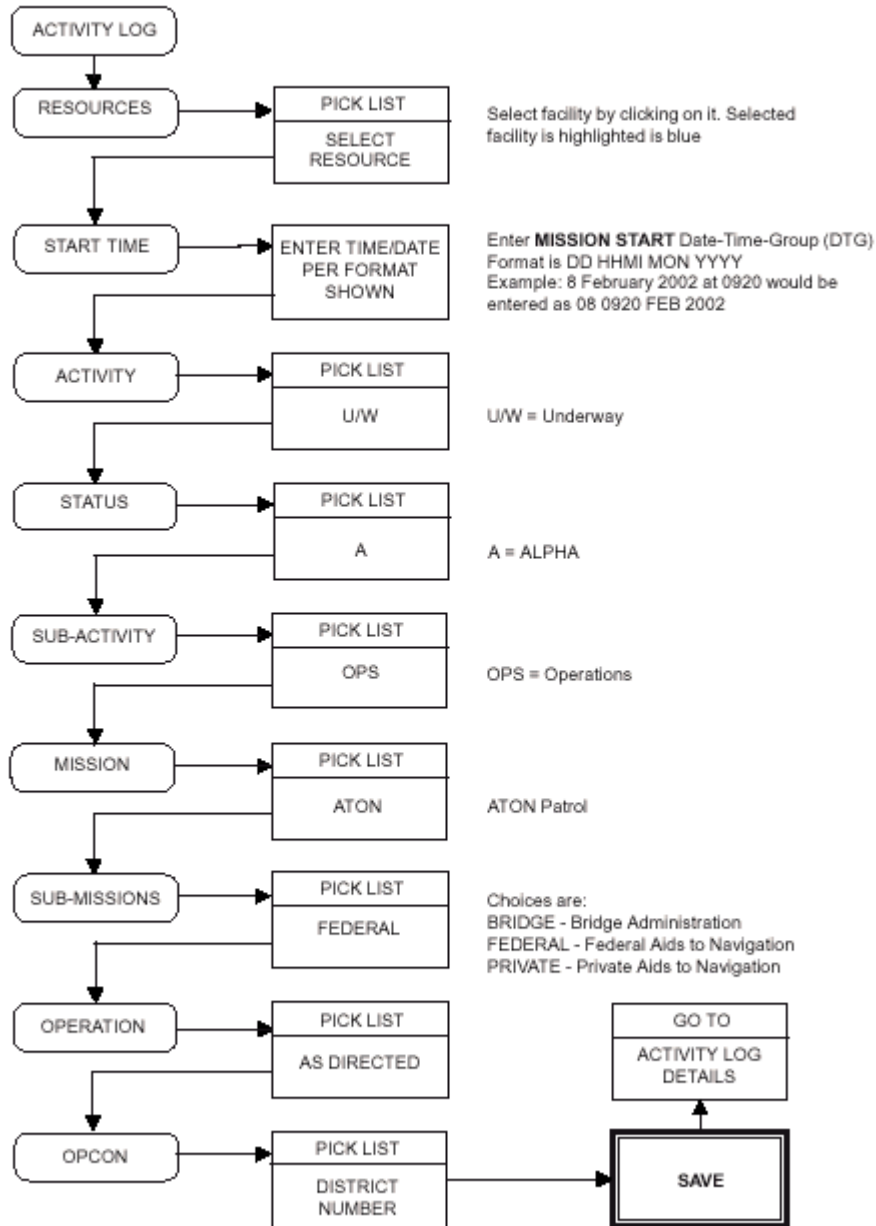
### 10.10 Exit

The Exit button allows you to exit the TMT application and return to the AUXDATA Main Menu.

## **APPENDIX A**

### **ACTIVITY LOGS BUTTON FLOW CHARTS**

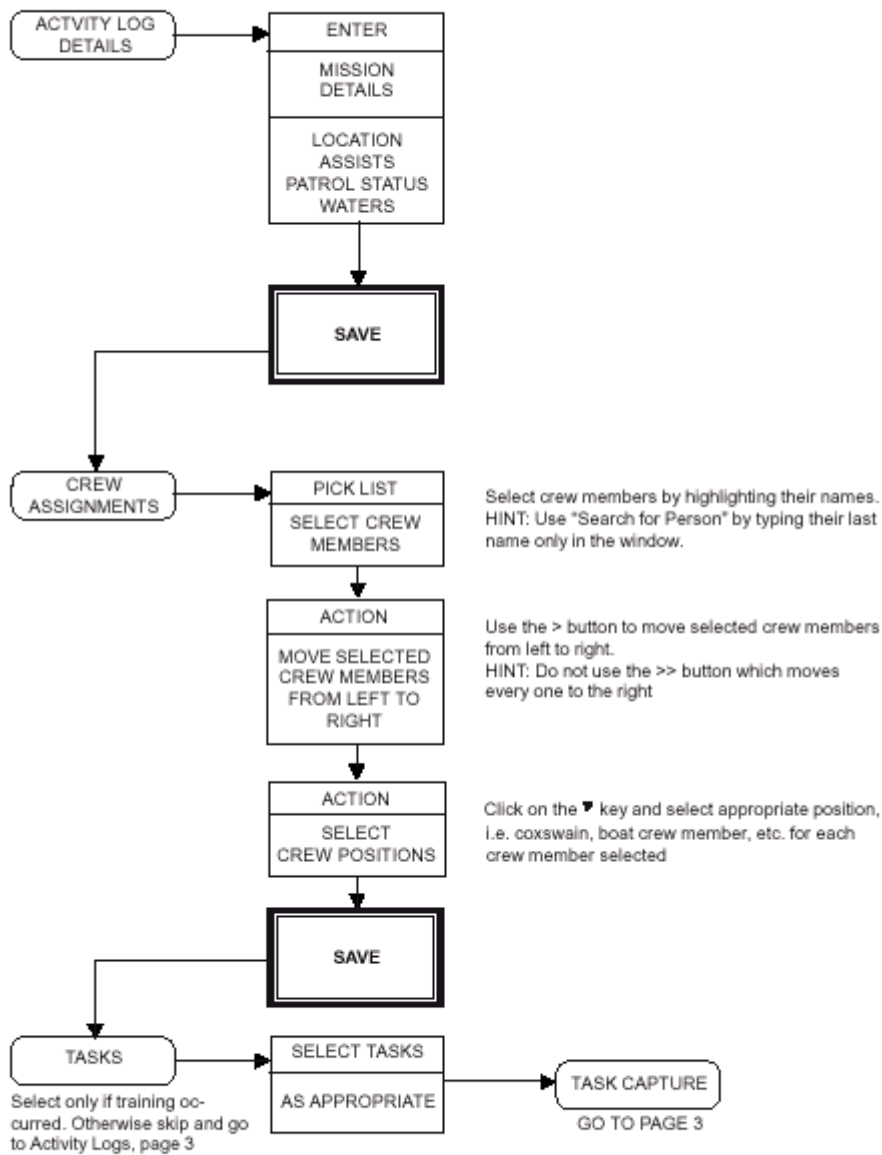
## ATON PATROL (BOAT)



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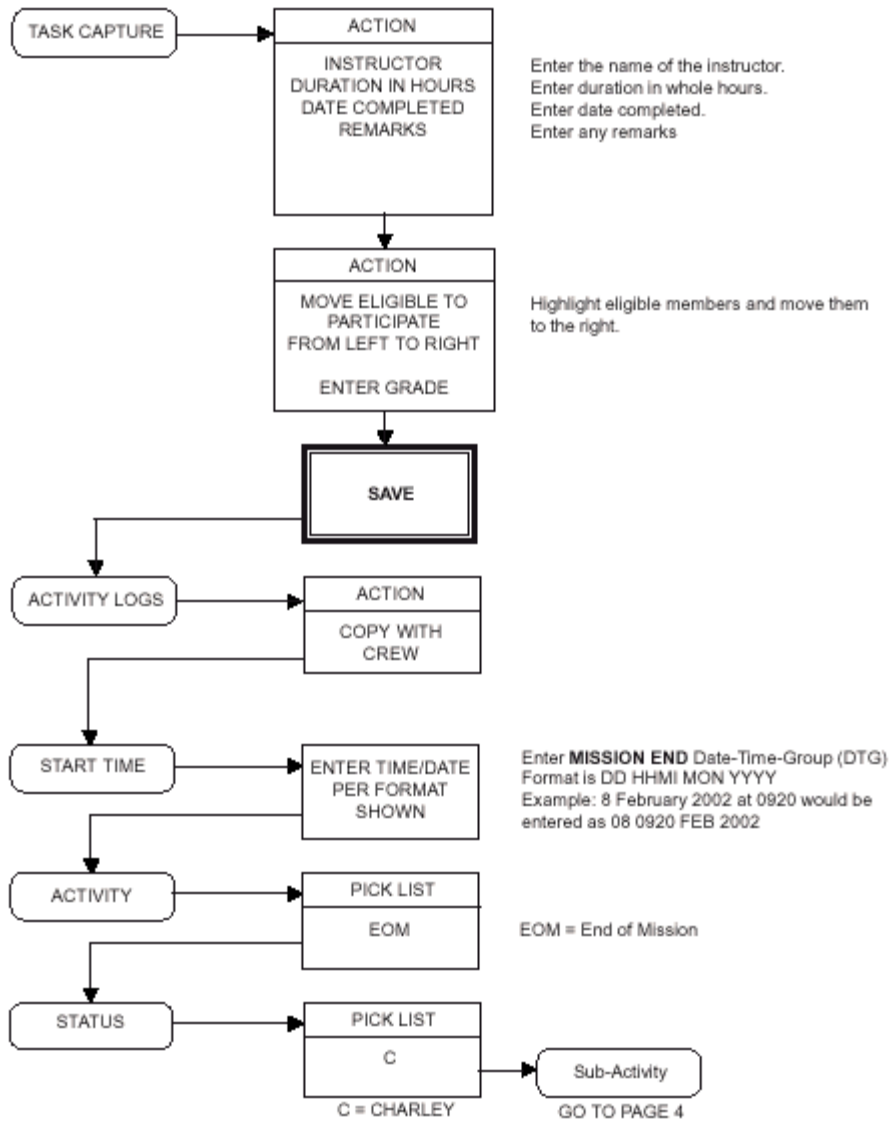
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## ATON PATROL (BOAT)

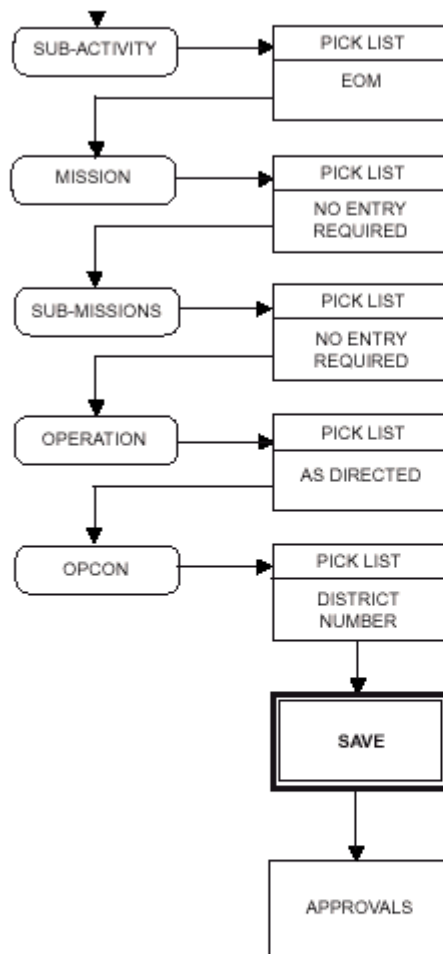




## ATON PATROL (BOAT)



## ATON PATROL (BOAT)

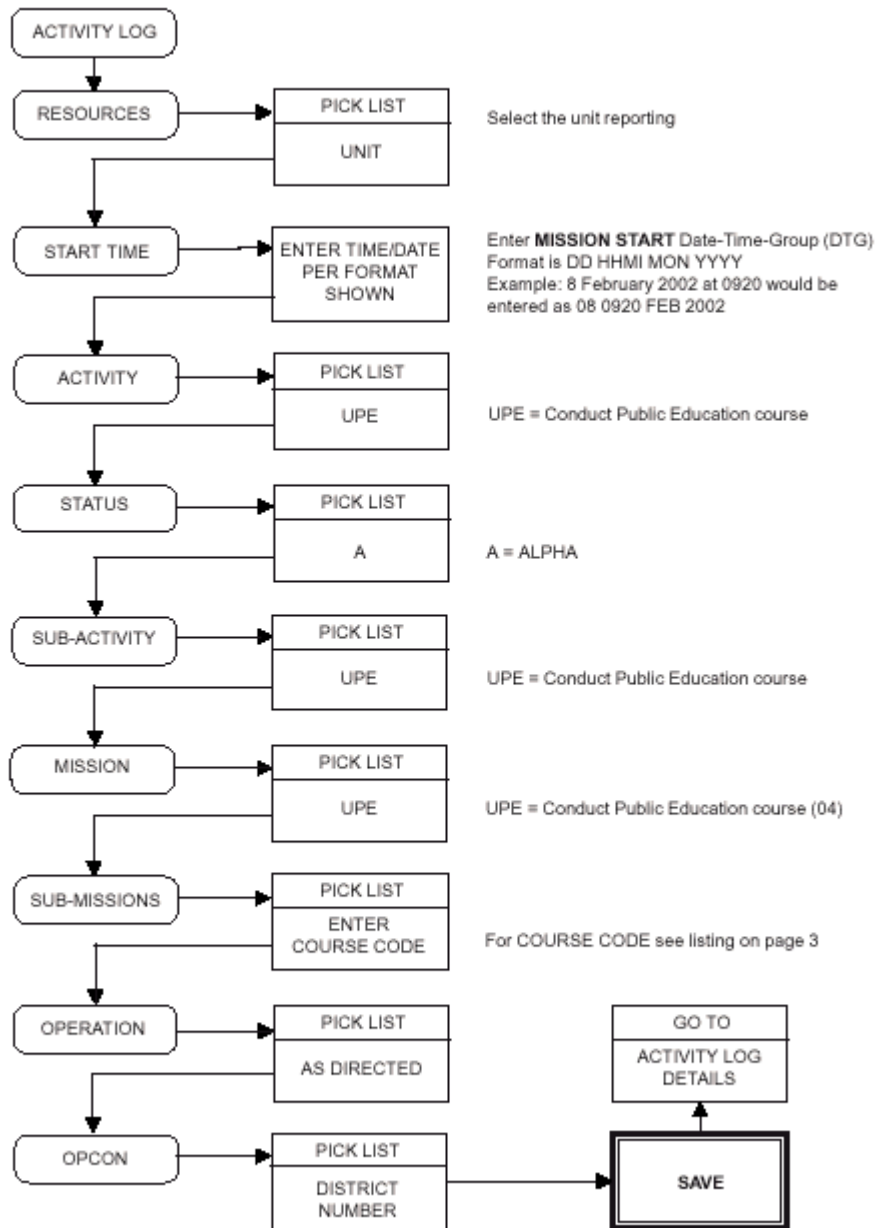


EOM = End of Mission

Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.

Click on UP and the mission is moved to the "Approved Activities" window.

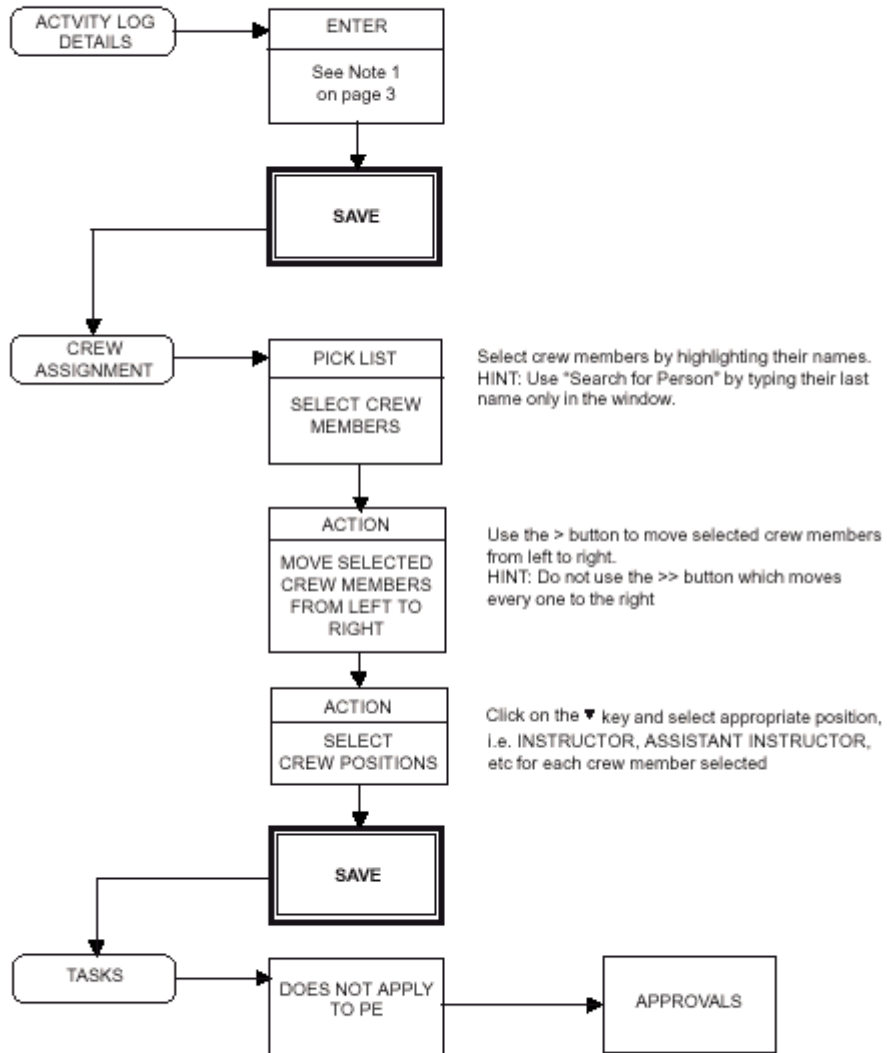
## PUBLIC EDUCATION (PE)



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## PUBLIC EDUCATION (PE)



## PUBLIC EDUCATION (PE)

### Public Education Course Codes:

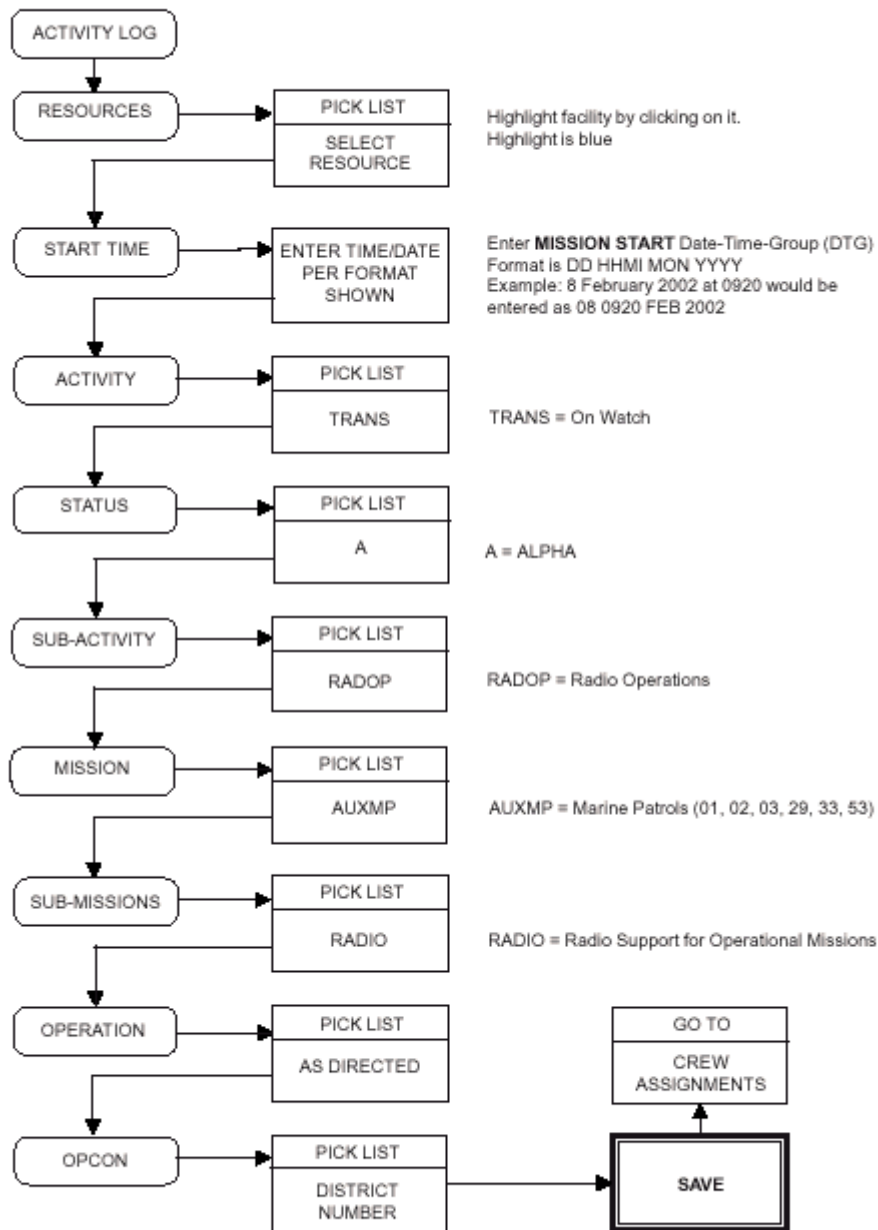
B10L	Boating Skills and Seamanship (10 to 13-L)
B13L	Boating Skills and Seamanship (13-L)
B6L	Boating Skills and Seamanship (6-L Core)
B7L	Boating Skills and Seamanship (7 to 9-L)
BCN	Basic Coastal Navigation (8-L)
BSC	Boating Safely (4-L)
ACN	Advanced Coastal Navigation (14-L)
NBA	National Board Authorized 1 Lesson (1-L)
OWT	On The Water Training
PEABC	Americas Boating Course
PEBF	Boating Fun
PEGPS	Global Positioning System
PESF	Sailing Fundamentals
PEWE	Waypoints Course
PWC	Personal Watercraft Course
STATE	State Boating Course
SAILING	Let's Go Sailing

### Note 1: Public Education Details:

Public Education Details are entered only at the last class session of the course being taught. But do enter the number of HOURS taught after every class session for the duration of the course.

Number of Enrollees  
Total Number of Graduates  
State Boating Course  
Total Number of Enrollees 17 and under  
Total Number of Graduates 17 and under  
State Class Taught in (Two letter abbreviation of the State)

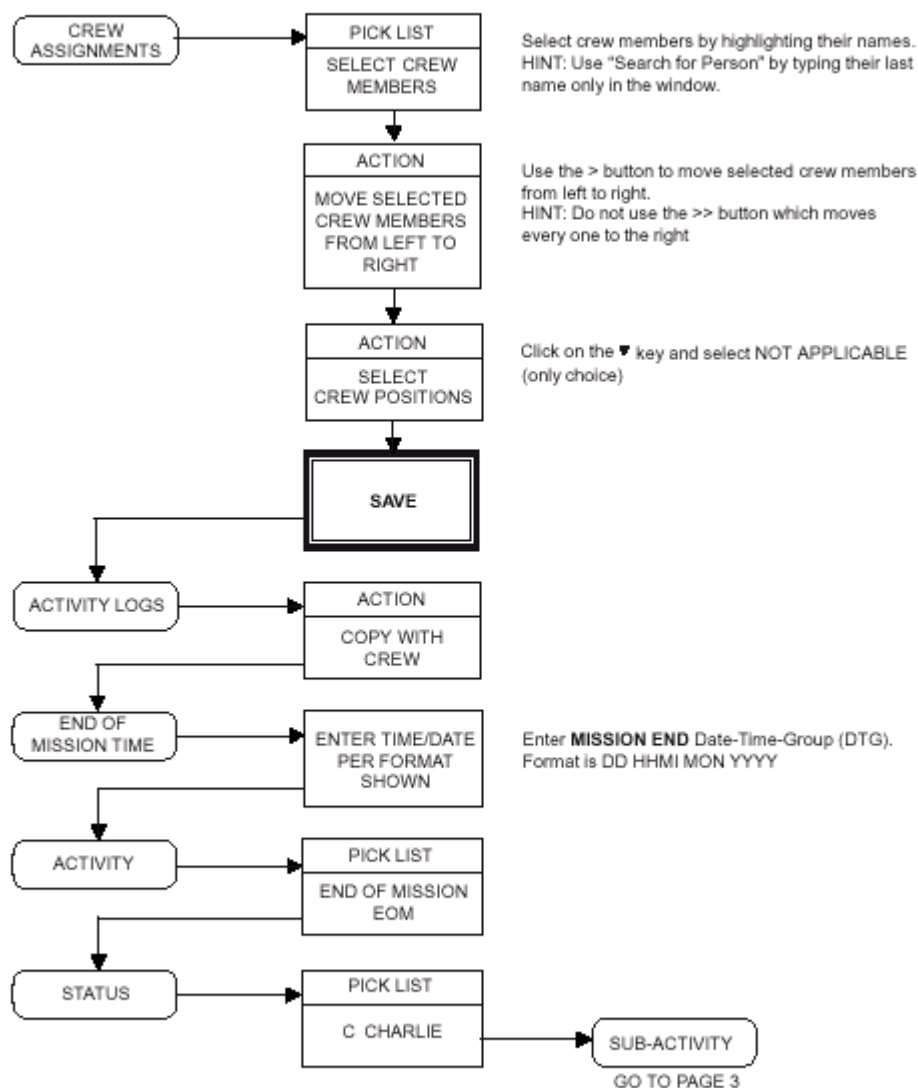
## RADIO MISSION - MARINE PATROL (RADIO)



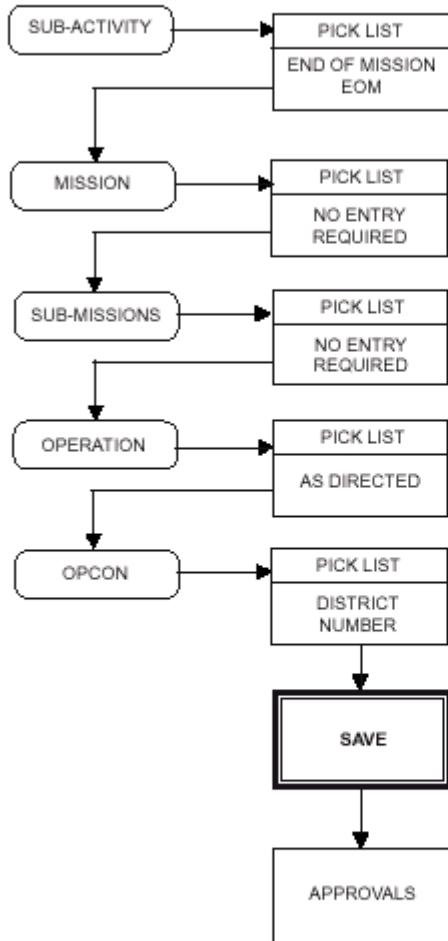
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## RADIO MISSION (RADIO)



## RADIO MISSION (RADIO)

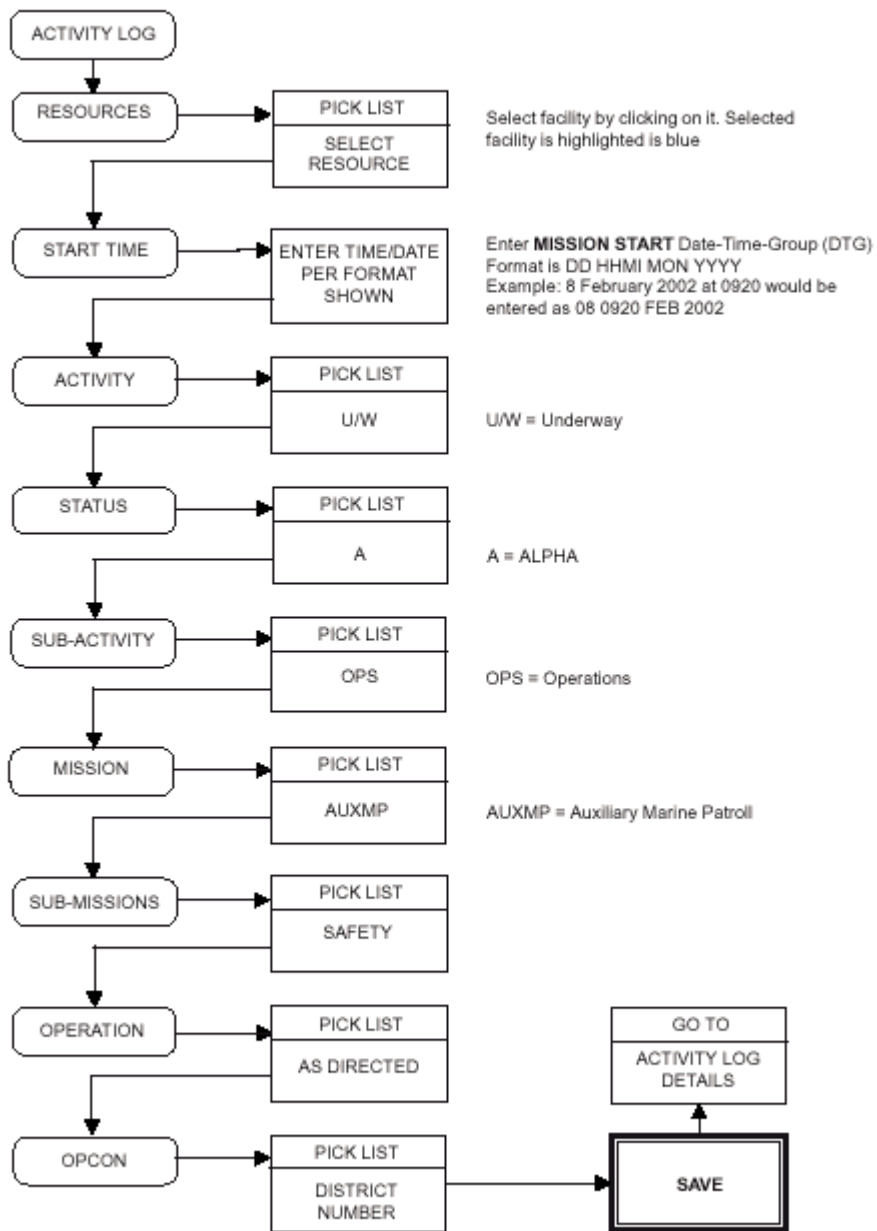


Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.

Click on UP and the mission is moved to the "Approved Activities" window.



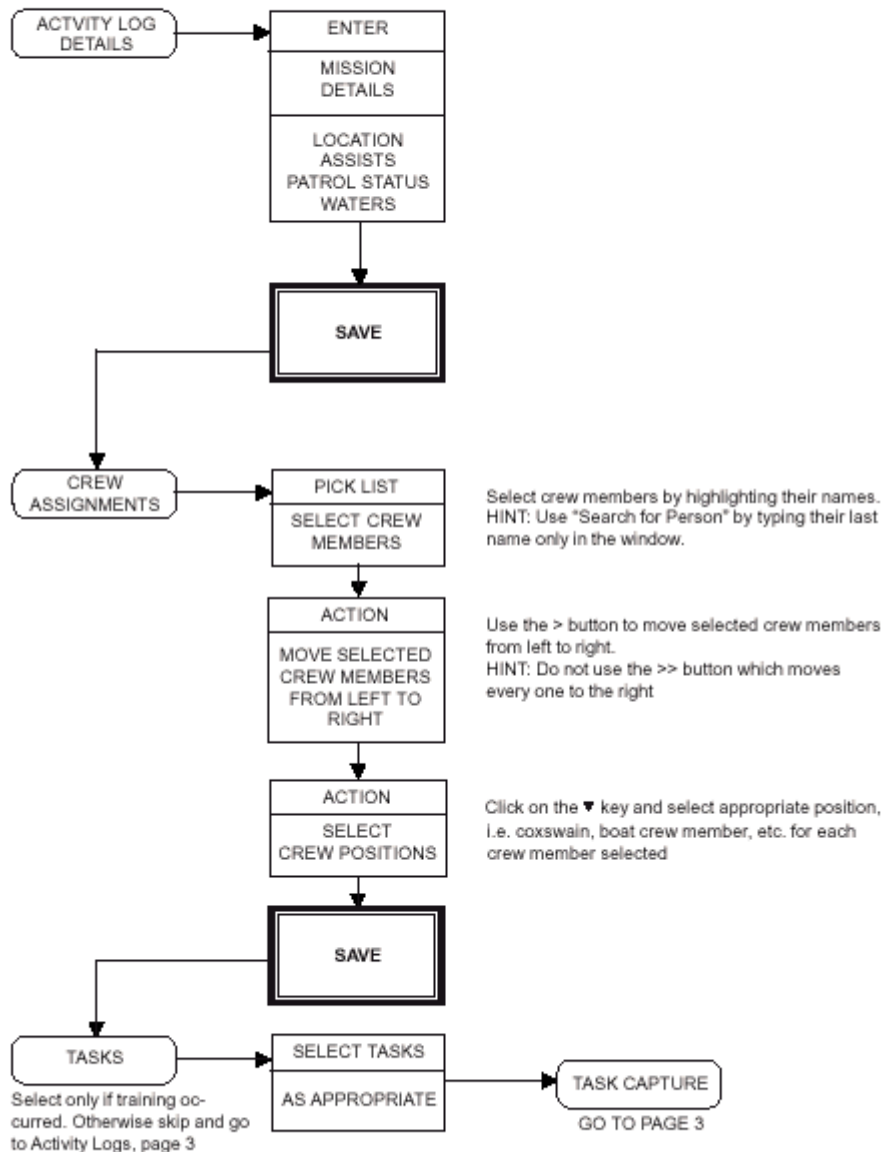
## SAFETY PATROL (BOAT)



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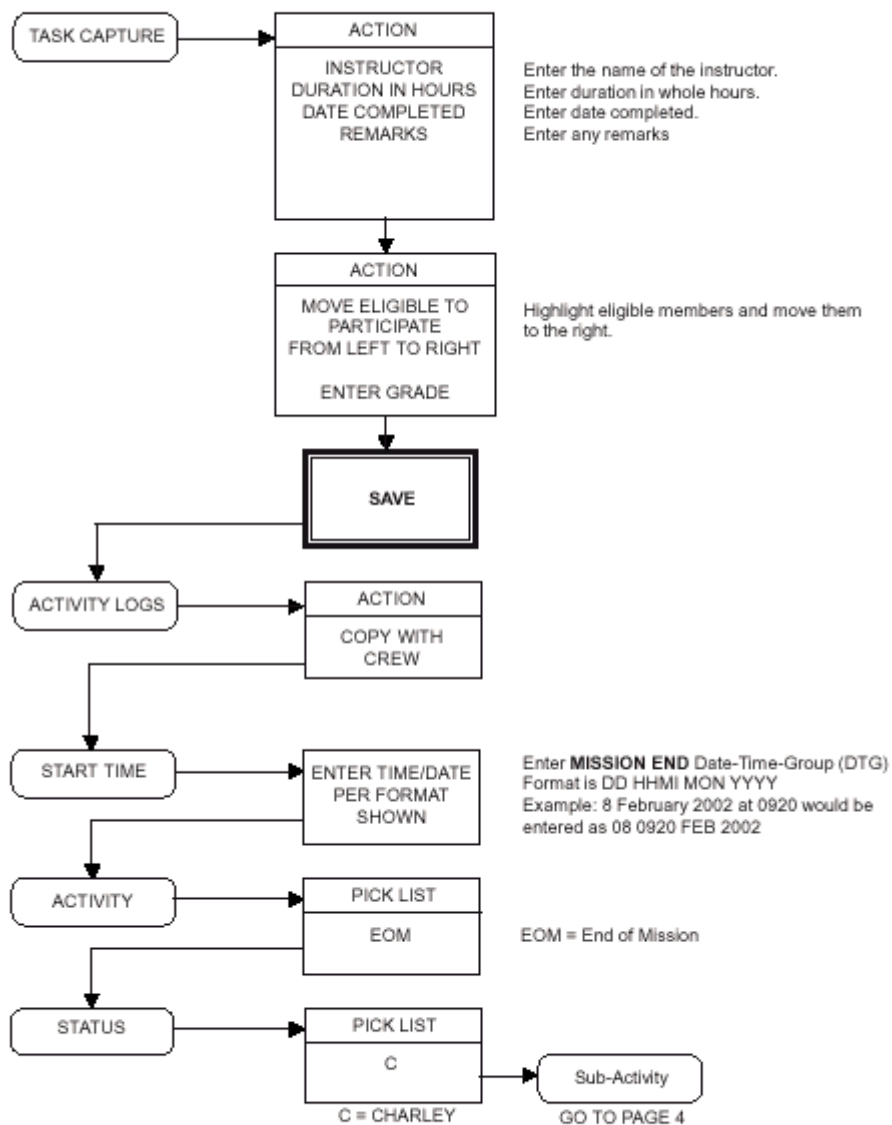
## SAFETY PATROL (BOAT)



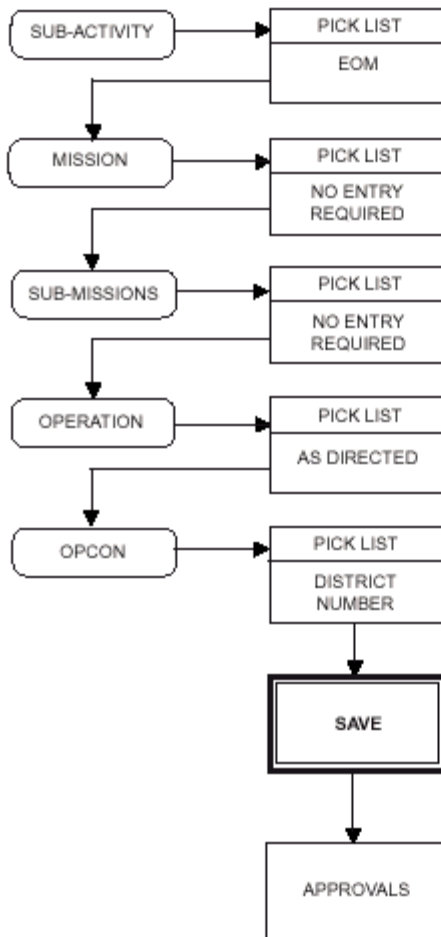
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## SAFETY PATROL (BOAT)



## ATON PATROL (BOAT)

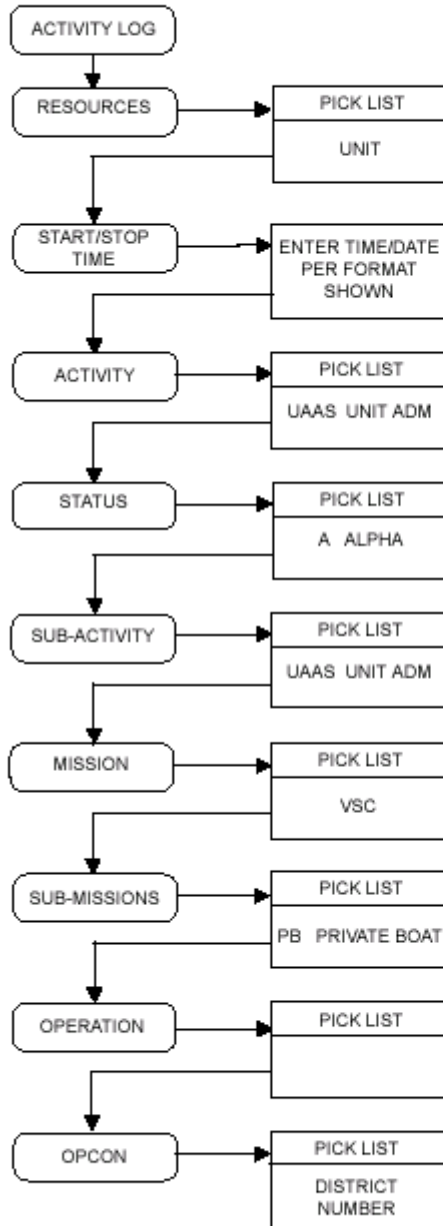


EOM = End of Mission

Highlight the mission shown in the "Unapproved Activities" window you want to approve by clicking on the appropriate line. Remember to highlight both the START MISSION line as well as the END OF MISSION line.

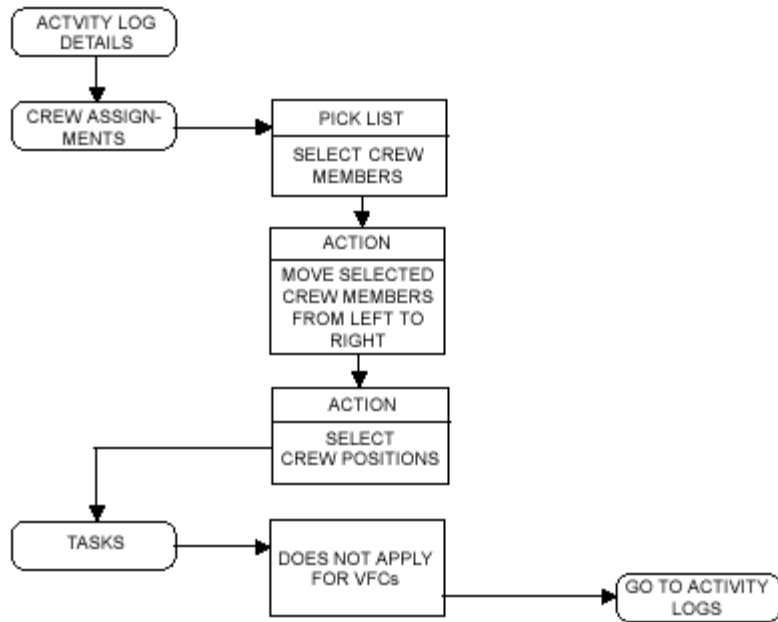
Click on UP and the mission is moved to the "Approved Activities" window.

## VESSEL SAFETY CHECK (VSC)



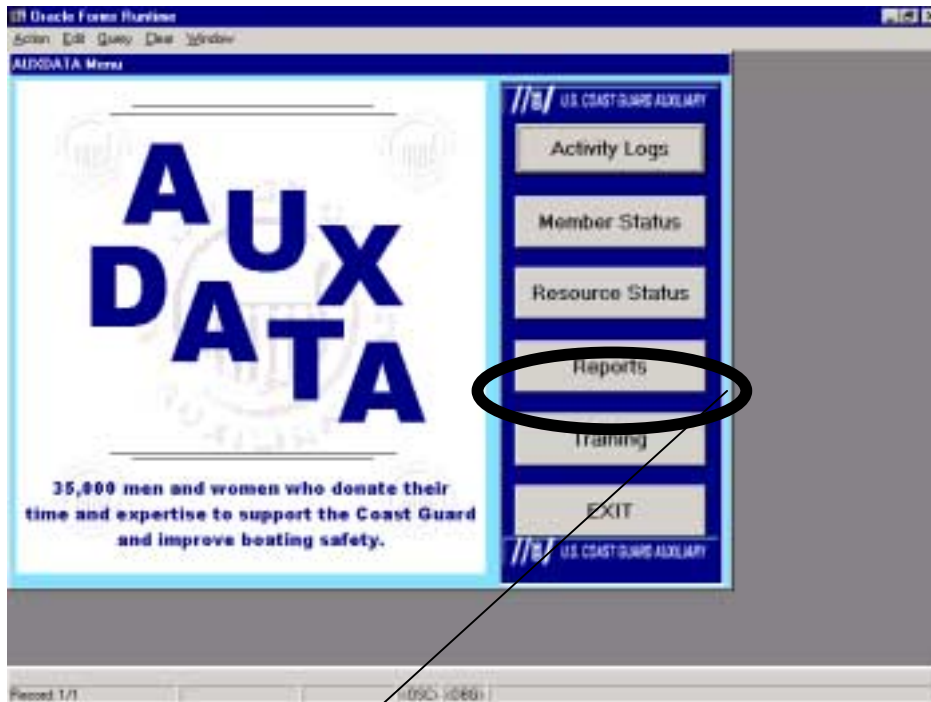
**NOTE:** For a complete listing of the "Pick Lists" go to Table XX in this document or "List of Values" on the screen.

### VESSEL SAFETY CHECK (VSC) cont.



**APPENDIX B**  
**PRINTING REPORTS THROUGH**  
**THE CITRIX SERVER**

To help your users with printing reports when connected through the CITRIX server (**Internet Users: [Production Database](#)** ), please let them know that they can save the file to their local (client) disk drive by following the instructions below.

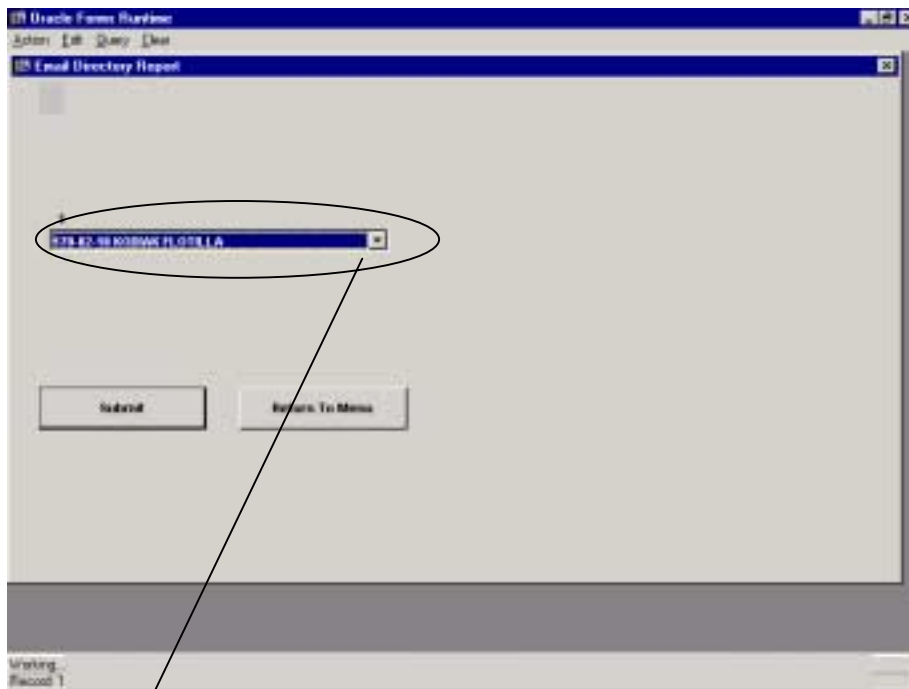


Select the reports button...



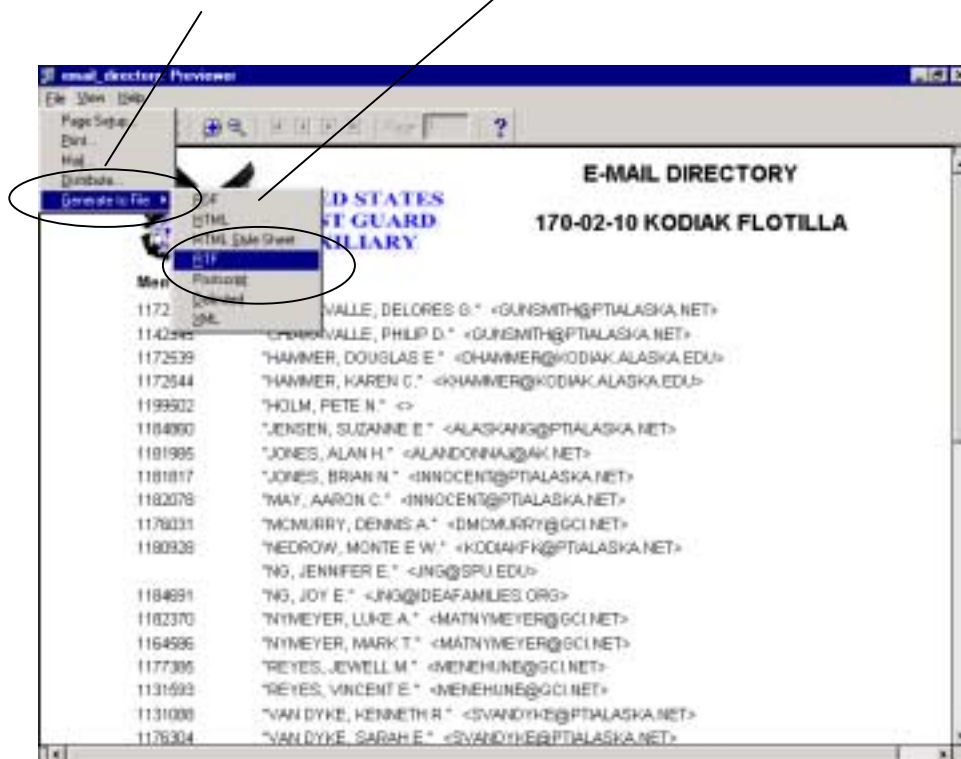
Select Email Directory....



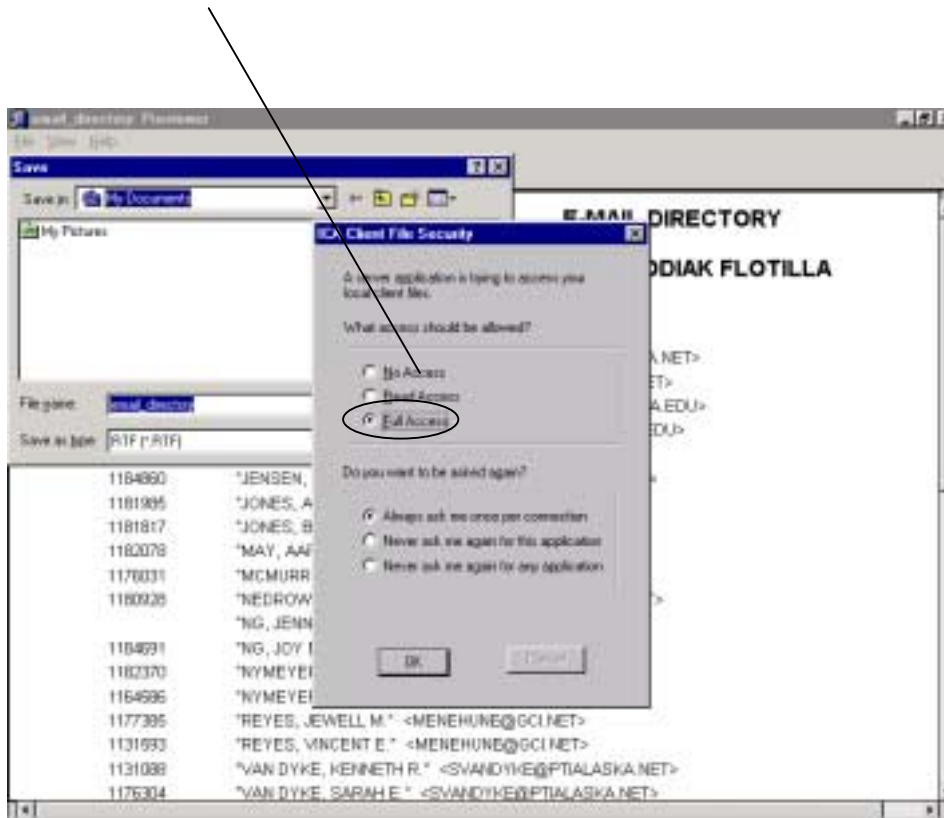


Select the appropriate flotilla...

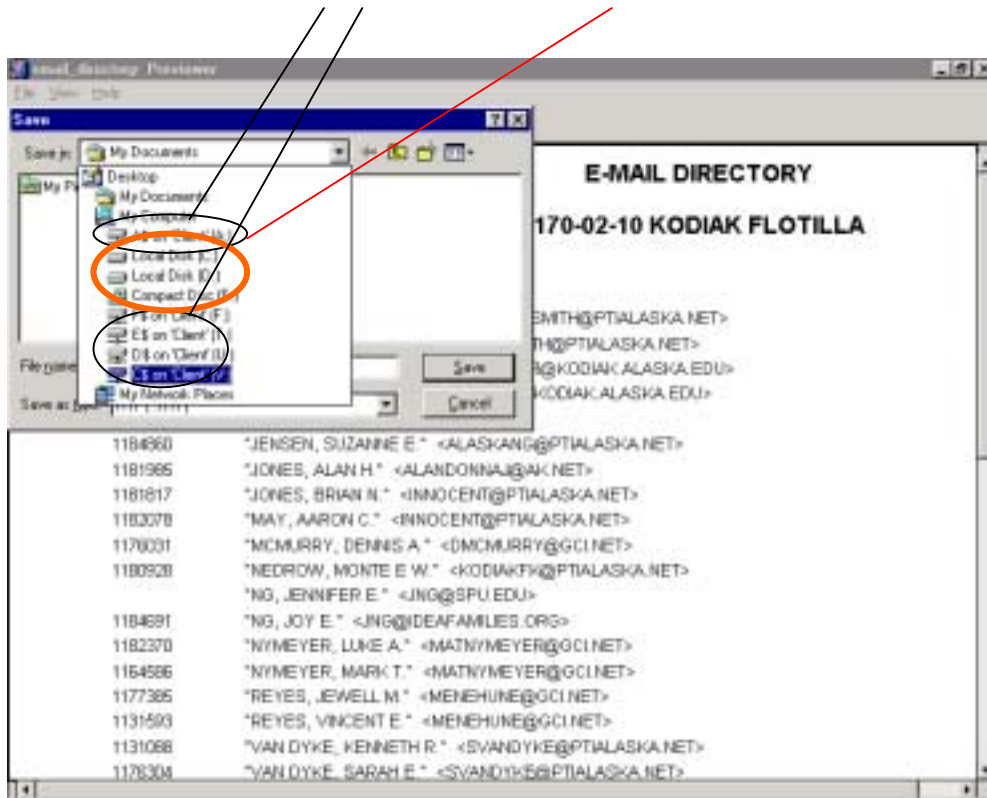
Select "Generate to File", then appropriate type



Select "Full Access"



Select appropriate location on CLIENT workstation...**do not select** LOCAL



Save to the appropriate Client location

